



INDIAN MARITIME UNIVERSITY

Kochi Campus

NH-47A, NEAR ALEXANDER PARAMBITHARA BRIDGE

SOUTH END RECLAMATION AREA

MATSYAPURI PO

KOCHI-682029

TENDER FOR

**PROVIDING SECURITY SERVICE AT IMU KOCHI MAIN CAMPUS AND
WILLINGTON ISLAND CAMPUS**

TENDER NO.IMU/KOC/T-016/2017

TECHNICAL BID

VOLUME-I

Due date of submission : Before 11:00 hrs on 07.12.2017

Date & Time of Opening : At 11.30 hrs on 07.12.2017



INDIAN MARITIME UNIVERSITY

KOCHI CAMPUS

NH-47A, NEAR ALEXANDER PARAMBITHARA BRIDGE, SERA,
MATSYAPURI PO, KOCHI-682029

(A Central University under Ministry of Shipping ,Govt of India),

NOTICE INVITING TENDER

Sealed tenders are invited under Two cover system

Name of Service	Estimated Cost & EMD	Last date for Submission	Date of Opening
“Tender for providing Security service” at IMU Kochi Main Campus and Willington Island Campus. T.NO:IMU/KOC/T-016/2017	Rs. 46.71 lakhs Rs.93,420	07.12.2017 11 00 hrs	07.12.2017 11.30 hrs

Pre bid meeting schedule : 27.11.2017 at 3 PM at IMU Kochi Campus.

The Tender forms and other conditions/details can be obtained from our web site free of cost. www.imu.edu.in

DEPUTY REGISTRAR

Ref: IMU/KOC/T-016/2017 Dated 10-11-2017

Sub: Tender for **“Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting bids from reputed Security Agencies for “

Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus” under two bid system (Technical Bid & Financial Bid).

The detailed Tender Document for **“Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus”** can be downloaded from IMU website www.imu.edu.in.

The cover should be super scribed as **“Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus”** and addressed to The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Matsyapuri PO, Kochi-682029. The site can be visited by any Security Agencies who wish to participate in the Tender with prior approval from The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Matsyapuri PO, Kochi-682029.

Tender should be submitted in two covers, Cover – 1 (Technical Bid) and Cover –II (Financial Bid). Envelopes of technical Bid and Financial Bid should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender reference No. and due date of submission. The bidder shall send the bid documents by Speed Post or through a special messenger addressed to the Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Matsyapuri PO, Kochi-682029 so as to reach the University not later than 1100 hrs on 07.12.2017. It is the responsibility of the tenderer to ensure that the tender should reach the office before the scheduled time mentioned above. Tenders received/submitted Late will be summarily rejected. The tenders(Technical Bid) will be opened at 11.30 hrs on 07.12.2017 in Indian Maritime University – Kochi Campus , South End Reclamation Area, NH-47A, Matsyapuri PO, Kochi-682029 and interested tenderers may be present at the time of tender opening.

Thanking you,

Yours faithfully

Deputy Registrar

Tender Abstract

Notice Inviting Tender No. :IMU/KOC/T-016/2017

Last Date of Submission of Tender : 07/12/2017 at 11:00 hrs

Tender document can be downloaded from IMU website : From 10.11.2017

Cost of tender form : Free downloading from IMU website

Technical Bid Opening Date and Time : 07/12/2017 at 11:30 hrs

EMD Amount : Rs.93, 420 (Rs. Ninety Three Thousand and Four Hundred and Twenty only)

Address for Submission of Tender : The Director,
Indian Maritime University,
Kochi Campus,
SERA, NH-47A,
Matsyapuri PO, Kochi-682029

INDIAN MARITIME UNIVERSITY
KOCHI CAMPUS

Tender for Providing Security Services at IMU Kochi
Main Campus and Willington Island Campus

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INDIAN MARITIME UNIVERSITY

KOCHI CAMPUS

Tender for Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus

Section I

General Rules and Directions for the Guidance of the Bidder

1. Scope of Tender

- 1.1 The **Indian Maritime University Kochi Campus**, SERA, NH-47A, Matsyapuri PO, Kochi-682029, India (hereinafter referred to as the Buyer), established as Central University under the Ministry of invites tenders for "**Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**" as defined in the tender documents (hereinafter referred to as the "Service").
- 1.2 The Contract period is **One year** from the date of commencement of the Service as detailed elsewhere in the contract. The contract is extendable at the same terms and conditions and at the same rates by one more year subject to providing of security services to the satisfaction of IMU Kochi at the sole discretion of IMU Kochi campus.

2. Eligibility Criteria

- 2.1 The tender is invited in **TWO COVER SYSTEM** and is open to all contractors who fulfill the following eligibility criteria:

i) Experience – No of years in the Business

The Bidder should be in the Business of Providing "Similar Services" for a period not less than 5 years i.e since January 2012 or earlier.

ii) Experience – Completion of similar works

The Bidder should have satisfactorily completed similar Services involving values as listed below during the last 5 years:

- a) at least 1 Services of similar nature costing 80% of estimated cost
OR (i.e. Rs. 37.37 lakhs)

b) at least 2 Services of similar nature costing 60% of the estimated cost OR (ie. Rs. 28.03 lakhs)

c) at least 3 Services of similar nature costing 40% of the estimated cost. (ie. Rs. 18.68 lakhs)

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate for the Completed or Ongoing work].

“Similar Service” means the bidder should have the experience of having entered a contract for providing Security Service with Government/Semi-Government/Public Sector/Private sector/ National level educational institute like IIT, IIM, NIT/ Universities/Banks/Public limited companies.

iii) Turnover

Should have had annual turnover of Rs. 23.4 lakhs (i.e. 50% of the estimated cost) in each year during the last 3 financial years. I.e 2013-14, 2014-15 and 2015-16.

[Mode of Proof: Annual accounts duly certified by Chartered Accountant / Income tax Returns].

iv) Possession of Valid PAN & GST Registration

The Contractor should have a valid Income Tax Registration Number / PAN /GST Registration and other statutory requirements as per Rules in force.

[Mode of Proof: Copy of the PAN Card/GST Registration certificate to be produced]

v) All the Staff employed by the Contractor should be covered by Group Insurance, ESI and PF other statutory obligations.

[Mode of Proof: Copies of Registration Certificates along with Payment of Receipts of last 12 months and a declaration to that effect.]

vi) The bidder should have empanelled with DGR or State ex servicemen Corporation or valid license from the Department of Home, Kerala as per Private Securities Regulation Act 2005(PSRA 2005).

[Mode of Proof: Copy of the PSRA certificate to be produced].

vii) Should not have been blacklisted

[Declaration to this effect)

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

viii) The bidder should enclose "Performance certificate" from the previous organisation with a rating word as satisfactory.

All the Mode of Proof Documents for meeting the eligibility criteria enclosed with the tender are to be self attested by the authorized signatory.

The bidder must possess **ALL** the above mentioned 08 qualification criterion. If the bidder does not possess even one of these, he shall stand disqualified and his bid will not be taken up for evaluation. The details of services provided as mentioned above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

3. General Conditions

3.1 The Bid submitted will be evaluated based on the details of technical qualifications submitted by them under **Cover I** in the prescribed formats to ascertain whether the bidder is technically qualified. The **Cover II**(Price Bid) of only those firms who technically qualified under **Cover I** will be opened.

3.2 The Bids should be signed in all pages only by the duly authorized signatory (ies) of the entity. The person(s) authorized to sign the tender shall sign on all the pages of the tender and other documents which are required to be submitted.

3.3 The Bidder should submit a written power of attorney authorizing the signatory of the bidder to commit the tender if required.

3.4 The bidder should furnish all details in the prescribed Proforma and as per the requirements set out in the tender documents under Cover I. Bids and tender documents should be complete in all respects and any incomplete tenders will be rejected.

4. One Tender per Bidder

The Bidder who submits more than one tender will be disqualified.

5. Cost of Tendering

The bidder shall bear all costs associated with the preparation and submission of his tender and the IMU Kochi Campus will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6. Site Visit

6.1 The bidder is advised to visit and inspect the site of the Services and its surroundings and obtain for himself on his own responsibility information that may be necessary for preparing the tender and entering into a contract for the execution of the Services. The costs of visiting the site shall be borne by the bidder. Permission, if required, to visit the site will be given during the tender period on application to:

**Deputy Registrar
Indian Maritime University
Kochi Campus
SERA, NH-47A, Matsyapuri P.O.
Kochi
Tel :0484-2989402**

6.2 The bidder and any of his representatives or agents will be granted permission by the IMU Kochi to enter the premises for the purpose of such inspection, but only upon the express condition that the bidder, his representatives and agents, will release and indemnify the IMU Kochi or his representatives from and against all liability in respect of such inspection and will also be responsible for death or personal injury, loss or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.

6.3 It is the responsibility of the Bidder to visit the site as set out in 6.1 above and obtain all information necessary for the purpose of preparing Tenders. Bidder must inspect and fully satisfy themselves as to the requirements and extent of the services.

7. Content of Tender Documents

7.1 The tender documents contain the schedules stated below, and should be read in conjunction with any Addenda / Amendments issued in accordance with Clause 9:

VOLUME – I (Technical Bid)

- i) Section I - General Rules and Directions for the guidance of the bidder
- ii) Section II - General Description of Service and other conditions
- iii) Section III - Schedule and location of Security Personnel
- iv) Section IV Duties and Responsibilities of Security Personnel
- v) Tech Bid Cover – I Annexure – 1
- vi) Bidder Memorandum

VOLUME – II (Price Bid)

- i. Form of Tender
- ii. Appendix to form of tender
- iii. Price Bid

7.2 The bidder shall examine carefully the contents of the tender documents. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Pursuant to Clause 3 above, tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

8 Clarification of Tender Documents

IMU Kochi Campus has scheduled a pre bid meeting on **27th November 2017 at 3 PM** to facilitate the bidders. The firms interested to bid must attend the pre bid meeting as per the above schedule in order to acquaint themselves of the

requirement of the work and about the campus before offering their quote.

Absence in the pre bid meeting should not be resorted at later stages as an excuse towards under quoting or quoting wrongly without understanding the requirements.

A bidder requiring any clarification regarding the tender documents may notify in writing to the address mentioned in the tender or E-Mail to dradmin.kochi@imu.ac.in. IMU Kochi will not respond to any request for clarification, received one week prior to the deadline for submission of tenders.

9. Amendment to Tender Documents

- 9.1 At any time prior to the deadline for submission of tenders, the IMU Kochi may, for any reason, whether on his own initiative or in response to a clarification by a prospective bidder, modify the tender documents by issuing addenda.
- 9.2 Any amendments thus issued will be hosted on the website up to two days prior to the dates specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendment /modifications have been issued before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s) / modification(s) if any shall be binding on the Bidder. No separate notice / intimation of amendments/modifications will be sent to those who have downloaded the document from the web.
- 9.3 If any addendum is issued, reasonable time will be given to bidder to take addendum into account in preparing their tenders, and if required, the IMU Kochi may extend the deadline for submission of tenders, in accordance with Clause 13.

10. Preparations and Submission of Tenders

10.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchange between the bidder and the IMU Kochi shall be written in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents shall be supplemented with their English translation also.

For the purpose of interpretation of the tender, the contents in the English translation version alone shall govern.

10.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following:

10.2.1 Cover I (Technical Bid)

- a) Earnest Money Deposit
- b) General Rules and Directions for the Guidance of the bidder (Section I),
- c) General description of Service and other conditions (Section II),
- d) Schedule and location of Security Personal Section III,
- e) Duties and Responsibilities of Security Personal Section IV,
- f) Annexure I to Technical Bid Cover – I
- g) Bidder Memorandum

The Cover I shall be addressed to "The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Near Alexander Parambithara Bridge, Matsyapuri P.O., Kochi-682029 duly indicating the name of Service as " **Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**" – **COVER-I** and sealed properly. Names and Addresses of the bidder shall also be written on the cover.

10.2.2 Cover II (Price Bid)

The **Cover II** shall only contain the Form of Tender with Appendix to Tender and the Priced Bill of quantities – **(Volume II)** in duplicate duly filled in, signed and sealed.

The **Cover II** shall also be addressed to "The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Near Alexander Parambithara Bridge, Matsyapuri P.O., Kochi-682029 duly indicating the name of Service as "**Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**" –**Cover II** and sealed properly. Names and Addresses of the bidder shall also be written on the cover.

10.2.3 Main Cover

Both the "Cover I" and "Cover II" shall be placed inside the main cover, which shall be addressed to "The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Near Alexander Parambithara Bridge, Matsyapuri P.O., Kochi-682029 duly indicating the name of Service as "**Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**" and sealed properly.

11. Conditions stipulated by the bidder

The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable. Tenders containing any qualifying conditions or even bidder' clarifications in any form will be treated as non-responsive and will run the risk of rejection.

12. Filling up of forms, completeness and mode of submission of tender

- 12.1 Tenders must be sent in a sealed cover superscripted "**Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus**" and addressed to "The Director, Indian Maritime University, Kochi Campus, South End Reclamation Area, NH-47A, Near Alexander Parambithara Bridge, Matsyapuri P.O., Kochi-682029 so as to reach the office of the Director at the IMU-Kochi **not later than 11.00 Hrs on 07.12.2017 by speed post or through a special messenger.**

- 12.2 The bidder shall submit all such documents required to be returned as per Clause 10 duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.
- 12.3 The tender shall be filled and signed only by the authorized individual/firm/corporation.
- 12.4 The Bill of Quantities and Rates shall be filled in either typed or written in indelible ink and shall be signed by the person or persons duly authorized to sign on behalf of the bidder.
- 12.5 Bids sent by telex, fax and email shall not be accepted.

13. Deadline for submission of tender

- 13.1 Tenders must reach the Director's office, SERA, Matsyapuri P.O. Kochi – 682029 at the address specified in para 12.1 above **not later than 11.00 Hrs on 07.12.2017.**
- 13.2 The IMU Kochi may, at its sole discretion extend the deadline for submission of tenders by issuing an addendum in accordance with Clause 9.1 of this section in which case all the rights and obligations of the Employer and the bidder previously subject to the original deadline will thereafter be subject to the new deadline as extended.

14. Late Tenders

Any tender received by the Director's office, SERA, Matsyapuri P.O., Kochi-682029 after the deadline for submission of tenders prescribed in Clause 13 will be rejected.

15. Tender Prices

- 15.1 The contract shall be for the whole Services or for individual component or components as may be decided by the IMU Kochi based on the unit rates and prices quoted by the bidder in Bill of quantities.

- 15.2 Items against which no rate or price is entered by the bidder will not be paid for and when executed, such items, shall be deemed to have been covered by the other rates and prices in the Bill of quantities. Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the tender document in respect of the security services at IMU Kochi. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like minimum wages, ESI & PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.
- 15.3 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as minimum wages, ESI, PF Contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of the prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI, PF, Bonus etc are liable to be rejected.

16. Tender Validity

- 16.1 Tenders shall remain valid for the period of **120 days** from the last date for submission of tender.
- 16.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU Kochi may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing or by email or post. A bidder agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU Kochi for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be. The EMD paid by them will also be refunded to them as in the case of other unsuccessful bidder.

17. Earnest Money Deposit (EMD)

- 17.1 Each tender should be accompanied by an Earnest Money Deposit (EMD) amounting **to Rs.93,420/-(Ninety Three Thousand and Four Hundred and Twenty Only)** which shall be in the form of Demand draft payable at Kochi from any Nationalized Bank / Scheduled Bank drawn in favour of **"Indian Maritime University"**, Payable at Kochi.
- 17.2 In case of 17.1, the Demand Draft should be enclosed with the tender and should not be sent separately.
- 17.3 No other form of deposit towards Earnest Money shall be accepted.
- 17.4 Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-Kochi will be summarily rejected.

18 TENDER OPENING AND EVALUATION

18.1 Tender Opening

- 18.1.1 Tenders will be opened at the Director's office, IMU Kochi Campus, SERA, Matsyapuri P.O., Kochi-682029 **at 11.30 hours on 07.12.2017** in the presence of the authorized representatives of all the bidders who have paid the EMD and are present at that time. Eligible bidder as above should send a letter of authorization containing the specimen signature (s) of their representative(s) who are deputed to be present at the time of opening of tenders. Representatives without the letter of authorization will not be permitted to witness the opening of the tender.
- 18.1.2 The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one. The representative shall submit authorization letter authorizing him/her to attend the meeting, failing which he/she shall not be allowed.
- 18.2 The bidder or authorized representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-Kochi, the tender shall be opened at the appointed time and location on the next servicing day.

- 18.3 On the day of opening, only the main covers and Cover I alone will be opened and read. Cover II will not be opened. The sealed cover II of all the bidder will be put in one cover and sealed in the presence of the bidder or their authorized representative who are present during the time of opening of Main cover. Cover –I offer of each bidder will be evaluated as per the eligibility criteria prescribed in Clause 2.1 of this section. If the bidder fails to fulfill any one of the above criteria, their Cover II shall not be opened.
- 18.4 The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-Kochi will form the basis for the evaluation. In exceptional cases IMU Kochi or its representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-Kochi, the servicing method and schedule supplied in support of the tender do not meet the requirements of the specifications or date of completion of the services, the tender may be determined as no responsive and may be rejected by the IMU-Kochi. After satisfying that all / or some of the bidder have attained the minimum qualifying criteria as detailed above, a suitable date and time for opening of the Cover II will be fixed and those bidder who are qualified will be intimated about the opening of Cover - II. The Cover- II will be sealed in a separate cover. At the time of opening, Cover - II will be opened in the presence of the representatives of the qualified bidder who choose to attend. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause 18.1 and 18.2. The bidder's name, the tender prices, any discounts offered on the tender prices and such other details as the IMU Kochi may consider appropriate will be read out at the time of opening.
- 18.5 After evaluating the price bids received under Cover II, the bidder who quoted the lowest (L-1) price, will be awarded the work. In case the financial bid of more than one agency is same as L1, then IMU will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidder who scores the highest marks among the L1 bidders.

18.6 It must be noted that the criteria to arrive at the L1 vendor shall be based on the grand total monthly price quoted in the Table 4 of the Price Bid (Volume-II) subject to fulfilling the minimum statutory requirements. The vendors are requested to go through the tender document thoroughly before quoting the prices. The price must be quoted strictly as per the format provided in Table-1 to Table-3 of the Price Bid (Volume-II). All rates are to be quoted for monthly expenses.

19. Influencing Prohibited

Any effort by a bidder to influence the employer during the processing of tenders or award decision will result in the rejection of his / their bid offered.

20. Correction of Errors (in Price Bid)

The Tenderer shall quote the rates both in figures as well as in words. The cost of the individual items shall also be worked out and mentioned in the financial bid (both in figures and words). On check if there are differences between the rates quoted by the contractor in words and figures or in amount serviced out by him, the following procedures shall be followed:

- a) When there is a difference between the rate in figures and in words, the rates, which correspond to, the amounts worked out by the bidder, for the individual items shall be taken as correct.
- b) In case the amount of an individual item is not mentioned by the bidder or it does not correspond with the rate written either in figures or in words, the rate quoted by the bidder in words shall be reckoned.
- c) In case the rate quoted by the bidder, both in figures and in words tallies but the amount is not worked out correctly, the total rate quoted by the bidder shall be taken as correct.

21. IMU Kochi's right to accept any tender and to reject any or all tenders.

The IMU Kochi reserves the right to accept or reject any tender / all tenders, and to annul the tendering process, at any time prior to the award of

contract, without thereby incurring any liability to the affected bidder or bidder or any obligation to inform the affected bidder or bidder of the grounds for the IMU-Kochi's action.

22. Security Deposit

- 22.1 Within 7 days of the successful bidder's receipt of notification of award, the Bidder shall furnish a Security Deposit at the rate of 5% of the contract value in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit. If the bidder fails to submit the security deposit to IMU Kochi within the stipulated time, IMU Kochi shall without prejudice to any other right or remedy be at a liberty to forfeit the Earnest Money deposited by such person absolutely or may, at its sole discretion, treat the bidder as having lost his eligibility for the award of the contract.
- 22.2 The Security Deposit will be discharged by the IMU Kochi and returned to the Security Agencies not later than 90 days following the date of completion of the Security Agencies performance obligations.
- 22.3 The proceeds of the Security Deposit shall be payable to the IMU Kochi as compensation for any loss(es) incurred by IMU Kochi resulting from the failure of the Security Agency to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU Kochi for delays/default/failure on the part of the Security Agencies.
- 22.4 Delay in payment of Security deposit within the specified or extended time as per clause 22 shall be paid with interest at the rate of 18% p.a. for the period of delay if the IMU Kochi decides to award the contract even after such delay.
- 22.5 No interest will be allowed on the security deposit from the date of its receipt until it is refunded.

23. Refund of EMD

- 23.1 The EMD will be refunded to all bidder other than the three lowest technically suitable bidder within one month from the date of opening of price bid (Cover - II). The EMD of the two bidders other than the bidder whose offer is accepted will be refunded within a period of one month after finalization of the award of contract.
- 23.2 The EMD of the bidder who are not qualified under Cover-I will be returned within one month from the date of return of their unopened Cover-II.
- 23.3 The EMD of the successful bidder will be refunded only after the remittance of security deposit in any manner as aforesaid. Alternatively, the successful bidder shall when his tender is accepted, furnish security as specified in the clause 22 of this Section after giving credit to the amount deposited by him as earnest money. The balance, if any, will be refunded to the bidder against such request. Till such time, the earnest money shall retain its character, as such, till the successful bidder furnishes the security deposit.
- 23.4. Where a person whose tender has been received on behalf of the IMU-Kochi intimates that they are withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-Kochi (or) fail to furnish the security deposit within the prescribed time, the IMU-Kochi shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.
- 23.5 No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.
- 23.6 The cost of stamping the agreement must be borne by the successful bidder.
- 23.7 The IMU Kochi does not bind himself to recommend the acceptance of the lowest or any tender or to assign any reason for non –acceptance.

24. Commencement of the work

The work shall be deemed to have been commenced from the date on which the contractor takes over the site or the 7th day of instruction to start the work whichever is earlier and the period of contract is 12 Months from that date of commencement.

25. Retention Money

Retention Money at 3% will be deducted from each running bill and the same will be released along with security deposit on completion of service to the satisfaction of IMU, after the expiry of the contract period.

26. Contract Agreement

The bidder shall, if his tender is accepted, enter into and execute an agreement in the form prescribed when called upon to do so with such modifications as agreed upon prior to the date of acceptance of the tender and until the formal agreement is prepared and executed, this tender together with the written acceptance shall form a binding contract between the employer and the contractor and shall be the contract. All costs, charges and expenses including stamp duty in connection with the contract as well as preparation and completion of agreement shall be borne by the contractor.

27. Jurisdiction

The jurisdiction of all suits/proceedings arising out of this contract, arbitration matters shall be subjected to the jurisdiction of the High Court of Kochi.

INDIAN MARITIME UNIVERSITY

Kochi Campus

"Tender for Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus

Section – II

Part – I : General description of Service and other conditions

2.1 THE SECURITY FIRM SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- 2.1.1 The security personnel should be deployed in shifts as per the details in the Section III of Volume I.
- 2.1.2 All personnel should be sincere, physically fit, active and energetic and aged between 20-50 years. No minor should be engaged.
- 2.1.3. The SO and ASO must be Ex-service men having served in Army/ Navy/ Air force in the rank of Havildar or equivalent.
- 2.1.4 The security personnel should be provided with Uniform, Torch light, Lathi, Shoes and Whistle etc. by the contractor at his cost. Penalty may be imposed by IMU for personnel who are not in possession of these above.
- 2.1.5 Attendance of personnel will be maintained in the certified register supplied by IMU and the same should be submitted for verification on the 1st Servicing day of the following month.
- 2.1.6 The security personnel shall be trained in Fire Fighting by the contractor at his cost and should be aware of the location of Fire Extinguishers kept in IMU campus.
- 2.1.7 The Security personnel should be available at the assigned post(s) all the time. Responsibility for providing relievers if necessary vests with the contractor.
- 2.1.8 Food and accommodation arrangements for the personnel shall have to be made by the contractor and will not be provided by IMU.

- 2.1.9 The administrative issues like leave, weekly off, PF, ESI for the security guards etc are the responsibility of the contractor. IMU shall not bear any damage / claim of any nature of the security personal in discharge of duties.
- 2.1.10 Security personnel found drunk or sleeping on duty will be dismissed and no payment will be made.
- 2.1.11 The contractor is responsible for the security of people, equipment, vehicles, the entire campus and its access etc. IMU shall not bear any damage / claim of any nature of the security personal in discharge of duties. The contractor shall indemnify IMU for any loss suffered by IMU in this regard.
- 2.1.12 No stranger or outsider should be allowed inside the campus without the permission of a responsible officer inside the campus
- 2.1.13 In case of occurrence of damage, theft or robbery inside the campus and if is attributable to the negligence of the security guards, the cost of the items will be recovered from the security charges. Any complaint regarding loss of materials is reported, the agency will be held responsible and has to financially compensate the loss.
- 2.1.14 The contractor should furnish to the IMU, the bio-data of the personnel posted in the IMU before posting at campus and any changes there of within 24-hours of the same. IMU reserves the right to reject any person posted in IMU without assigning any reason.
- 2.1.15 Security Personal posted at IMU Kochi main campus and Willington Island campus at all the posts shall maintain the necessary registers prescribed in the Section 4 of Volume 1.
- 2.1.16 If any of the above condition is violated, IMU has the right to impose any penalty as decided by the administration.
- 2.1.17 The contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold the

IMU responsible in respect of any claim made by any person for any reasons whatsoever. The contractor shall be solely responsible for reporting to IMU and concerned authorities immediately of any serious or fatal accident.

2.1.18 The statutory compliances including those pertaining to Provident Fund Act, Employees State Insurance Act, and Minimum Wages Act (Contract Labour (Regulation & Abolition Act 1970) and all other labour and other legislations as applicable from time to time, with regard to the personnel engaged by the contractor for service to IMU are the responsibility of the contractor. The list of staff going to be deployed shall be made available to IMU and if any change is required, fresh list shall be made available to IMU by the agency after each and every change.

2.1.19 It will be the responsibility of the contractor to provide details of manpower deployed by him, in IMU, to the Labour department.

2.1.20 IMU shall not bear any damage/ claim of any nature of the security personal in discharge of duties. The security service provider, also called as "Contractor", shall indemnify IMU for any loss suffered by IMU in this regard.

2.1.21 The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone "B" as prescribed by the Ministry of Labour of Employment, Govt. of India, as applicable as on the date of issue of this Tender. ESI, PF, Bonus should not be less than the statutory provisions/ Act by the Central Government. If the amount/ rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

If there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the currency of the contact, then:

- a) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
- b) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.

- 2.1.22 As far as EPF is concerned, it shall be the duty of the contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month, giving particulars of the employees engaged for IMU works, is required to be submitted to the IMU. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, IMU is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the Department.
- 2.1.23 The contractor will maintain a register on which day to day deployment of personnel will be entered. This may be countersigned by the authorized official of the Department. While raising the bill, the deployment particulars of all the personal engaged during each month, shift wise, should be shown. The contractor has to give an undertaking (on the format) which may be countersigned by the concerned official of IMU, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
- 2.1.24 The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to IMU.
- 2.1.25 The administrative issues like leave, weekly off, discipline etc. of the security personnel are the responsibility of the contractor.
- 2.1.26 The security personnel shall not accept any gratitude or reward in any form.
- 2.1.27 Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse of the areas of

responsibility given to them by the IMU and shall not knowingly lend to any person or company any of the effects of IMU under its control.

- 2.1.28 The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the IMU may issue from time to time.
- 2.1.29 The contractor shall be responsible to maintain all property and equipment of IMU entrusted to it.
- 2.1.30 All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU as and when required by IMU.
- 2.1.31 Security Personal posted at all the posts shall maintain the necessary registers prescribed in this tender document elsewhere.
- 2.1.32 The contractor is responsible for the security of people, equipment, vehicles, the entire campus and its access etc. IMU shall not bear any damage / claim of any nature caused out of the failure / negligence of the security personnel in discharge of their duties. The Contractor shall indemnify IMU for any loss suffered by IMU in this regard.
- 2.1.33 Payment of bills will be made to the contractor on a monthly basis based on actual services rendered in the previous month. No Advance Payment will be made. The contractor has to submit invoices/bills before 10th of the next month for the services rendered in the preceding month along with ESI/PF/Service Tax challans, as applicable, pertaining to that month.

IMU would make the payment within 10 working days of submission of bills with all the supporting documents and submission of necessary clarification, if there were any queries communicated by IMU, to the satisfaction of IMU. No Interest is payable by IMU in case of any unavoidable delay in settling the bills, though IMU would endeavour to settle within 10 working days. No other claim on whatever account shall be entertained by IMU. TDS at the rates applicable shall be deducted U/S194 (c) of Income Tax Act 1961 on the whole amount.

2.1.34 The bidder may be asked by IMU to submit the proof of remittance for his employee towards the payment of statutory norms as applicable to IMU. If the bidder fails to submit the proof of remittance the payment towards the service will be stopped until the contractor submits required documents.

2.1.35 In case any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1000/- for each guards/supervisors absent on that particular day will be levied by IMU and the same shall be deducted from the contractor's bills.

2.1.36 In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.1,000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU's system immediately.

2.1.37 In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMU reserves the right to impose the penalty as detailed below:-

- i) 20% of cost of order/agreement per week, up to four weeks of delay.
- ii) After four weeks delay, IMU reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s).The difference if any may be recovered from the defaulted contractor and also the defaulting contractor shall be black listed for a period of 3 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

2.1.38 The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.1, 000/- on each occasion and habitual offenders as and when informed by IMU in this regard shall have to be removed from the duties & to be replaced by new security guard by the contractor at his own cost. The penalty on this account shall be deducted from the Contractor's bills.

2.1.39 The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers/ Staff/ Students etc. and should project an image of utmost discipline. IMU shall have the right to have any security guard removed in case of tenable complaints from Officer /Staff/ Students or as decided by representative of IMU if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU will be imposed.

2.1.40 That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the

contractor or its security personnel deployed in IMU, which would be established after an enquiry conducted by IMU, the said loss can be claimed from the contractor up to the value of the loss. The decision of the IMU will be final and binding on the agency.

2.1.41 In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited to IMU besides annulment of the contract. If any of the above condition is violated, IMU has the right to impose any penalty as decided by the IMU's administration.

2.1.42 The contractor shall ensure that its personnel shall not at any time, without the consent of IMU in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of IMU. This clause does not apply to the information, which becomes public knowledge.

2.1.43 Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

2.1.44 The contract may be terminated with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever. Security agency has to give 90 days' notice in case he wants to withdraw, in which case SD, EMD, Retention money and pending bills will be forfeited.

INDIAN MARITIME UNIVERSITY

Kochi Campus

"Tender for Providing Security services at Indian Maritime University Kochi Main Campus and Willington Island Campus

Section III

3. Schedule and location of Posting

3.1 SECURITY PERSONNEL SHIFT TIMING AND SCHEDULE

1. Name of the post : Security Officer (SO)

Number of post : 1- Overall in charge

2. Name of the post : Assistant Security Officer (ASO)

Number of post : 1- In charge in second shift

3. Name of the post : Security Guards

No. of post : 14→ (Male SGs on 08-hours shift)

No. Of. Security Guards to be posted at IMU-Kochi Main Campus.

Sl. No.	Location	Designation	1st Shift	2 nd Shift	3 rd Shift
01	Front Gate	SO	1	-	-
02	Front Gate	ASO	-	1	-
03	Front Gate	SG	1	1	1
04	Library	SG	1	1	-
05	Hostel	SG	1	1	1
06	Foyer	SG	1	1	1

No. Of. Security Guards to be posted at Willington Island Campus.

Sl. No.	Location	Designation	1 st shift	2 nd Shift	3 rd Shift
01	Gate	SG	1	1	1

SO-Security Officer

ASO- Assistant Security Officer

SG- Security Guard

Note:-

1. The above requirements are as per the present requirements and IMU reserve the right to increase or decrease the number of security guards to be deployed at the same rates, depending upon the actual requirement.

SHIFT DURATION AND TIME

1 st Shift	06.00 hrs – 14.00 hrs.	Eight hours
2nd Shift	14.00 hrs – 22.00 hrs	Eight hours
3 rd Shift	22.00 hrs - 06 .00 hrs	Eight hours

IMU reserves the right to modify the above table as and when required.

INDIAN MARITIME UNIVERSITY

Kochi Campus

"Tender for Providing Security services at Indian Maritime University Kochi Main Campus and Willington Island Campus

Section IV

4. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL

4.1 DUTIES OF SECURITY PERSONNEL IN IMU KOCHI MAIN CAMPUS AND WILLINGTON ISLAND CAMPUS

The SO posted in IMU by the contractor shall be over-all in-charge of all security personnel and shall be responsible for the following:-

- 4.1.1 Maintaining security personnel attendance register and Academic block key register.
- 4.1.2 Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to IMU Kochi Campus officials or any officer so designated by the Competent Authority.
- 4.1.3 Attending the incoming telephone calls provided at security cabin and connect to the person in IMU called. To be courteous and polite over the phone.
- 4.1.4 After office hours and holidays accept articles from couriers and hand over the same to reception the next day.
- 4.1.5 Maintain In/ Out time of House-Keeping staff, Garden Servicers and contract Servicers/ Labours in appropriate registers.
- 4.1.6 Open all rooms and class room in the Academic block (except Director's Secretariat, Deputy Registrars office, Assistant Registrars office, Library and Administration department)

- 4.1.7 SO shall report to Deputy Registrar (Admin) / Security In charge at 1015 hrs daily (excepting holidays) with hostel complaint book, Daily occurrence report along with all the registers.
- 4.1.8 SO/ASO to inspect the all security posts at every 4-hour.
- 4.1.9 Lock all the rooms opened in the morning by evening or as per instructions.
- 4.1.10 Switch on main gate lights and streetlights at onset of darkness. He shall switch off main gate and street lights at the onset of daylight.
- 4.1.11 Go on inspection of all posts and ensure all campus lighting are switched at the onset of darkness.
- 4.1.12 Ensure that security staff is at patrol as per schedule. While patrolling during night hours it is required that whistle sound at every half an hour interval is made.
- 4.1.13 Check persons going IN and OUT of both the the campuses and register should be maintained and entry of the persons, purpose of entry with name of the official who authorises such entry of persons/materials/tools should be recorded. This register will be subject to periodical verification by IMU.
- 4.1.14 Except Staff/Officers family all other persons (including students) entering or leaving the campus shall be registered in the visitor's book.
- 4.1.15 Report any non-functioning of light/fans, pumps and taps in street and common areas of the campus to the concerned officer.
- 4.1.16 Report to Deputy Registrar (Admin) / Security In-charge at 17.00 hours at his/her office on all working days.
- 4.1.17 Check that all offices and class rooms are closed except offices where official work is in progress.
- 4.1.18 Check identity card of student requesting class room for study. If he/she is accommodated in hostel, register his name and signature in the classroom 'Key Issue Register' and open the classroom.

- 4.1.19 Close the class rooms opened for study at 12.00 hours midnight.
- 4.1.20 If any office or class room other than those exempted as specified in clause 4.1.18 is open, lock the same, record the incident through main gate daily security occurrence report.
- 4.1.21 All toilets in the building is to be locked at 18.00 hours.
- 4.1.22 At every one-hour patrol the first floor and ground floor corridors of Academic Building checking for any disturbance or irregular occurrence.
- 4.1.23 No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Director, IMU for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 4.1.24 Deployment of Security Guards will be as per the instructions of the authorities of IMU and the same will be monitored personally by the concerned authorities from time to time.
- 4.1.25 The Guards on duty will also take care of vehicles, scooters/ motorcycles/ bicycles parked in the parking sites located within the premises of the Campus.
- 4.1.26 The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- 4.1.27 It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- 4.1.28 The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.

- 4.1.28 In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
- 4.1.29 The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 4.1.30 Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.
- 4.1.31 No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of IMU Kochi Campus.
- 4.1.32 Shall inspect the campus boundary at mid night 12.00 hours, 02.00 hours, and 4.00 hours and as and when required or instructed.

4.2 DUTIES OF SECURITY PERSONNEL AT HOSTEL AREAS :-.

- 4.2.1 In the absence of Caretaker, if any Student / Guests arrives for accommodation, he shall be accommodated if his name was listed by the Registrar. He shall request to the Caretaker / Security-in-charge as matter of accommodation and security.
- 4.2.2 Visitors are not to be allowed inside hostel.
- 4.2.3 Note down non-functioning of lights and fans in common area of hostel in the complaint book.
- 4.2.4 Switch on lights in hostel and on the avenues at the onset of darkness and switch off at the onset of daylight.
- 4.2.5 Switch on water tank motor and put it off within stipulated time or immediately when over flow occurs.
- 4.2.6 In case of any student creating any indiscipline/ problem, they should immediately report to the hostel wardens during non office hours.

4.3 PATROL DUTY (SO/ASO):

4.3.1 To put on all outdoor lights and streetlights at onset of darkness. Put off all outdoor lights and street lights at the onset of day light

4.3.2. Every one hour he should patrol the inside the campus. Enter the remarks in the General Diary in every inspection.

4.3.3 Night (third shift) patrol guard whistle shall be blowed while patrolling the campus.

4.3.4 During each patrol round, the security guard shall go round the hostel, and workshop,

4.4 Misc. provision

4.6.1The Director or his authorised officer of Kochi Campus reserves the right to assign or modify any work/ duty mentioned in Section IV and may also assign any other work related to Security service in IMU Kochi Campus. It shall be the duty of the contractor to incorporate such modifications.

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

**Tender for "Providing Security Service at Indian Maritime University
Kochi Main Campus and Willington Island Campus"**

Ref: IMU's Tender Notification No.IMU/KOC/T-016/2017 dated: 10/11/2017

From

Name & Address of the Bidder

To

**The Director,
Indian Maritime University,
Kochi Campus,
SERA, Matsyapuri P.O.
Kochi-682029**

Dear Sir,

We hereby submit our Technical Bid for "Providing Security Service at Indian Maritime University Kochi Main Campus and Willington Island Campus" as detailed below.

1. Whether in the business of Providing Security Service
Since January 2012 or earlier YES/ NO
 - a) Mode of Proof enclosed:
 - b) Available at which page number of Bid document:

2. Details of " Providing Security Services " carried out during the last five financial years (2012-13 to 2016-17):

a) At least three similar services to the value of Rs.18.68 lakhs each (Rupees Eighteen lakhs and Sixty Eight Thousand only) during the last five financial years (2012-13 to 2016-17)

Sl. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work	Mode of Proof enclosed	Available at which page no. of Bid Document

b) At least two similar services to the value of Rs.28.03 lakhs each (Rupees Twenty Eight Lakhs and Three Thousand only) during the last five financial years (2012-13 to 2016-17)

Sl. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work	Mode of Proof enclosed	Available at which page no. of Bid Document

c) At least one similar service to the value of Rs.37.37 lakhs (Rupees Thirty Seven Lakhs and Thirty Seven Thousand only) during the last three financial years (2012-13 to 2016-17):

Sl. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work	Mode of Proof enclosed	Available at which page no. of Bid Document

Note: "Similar service" means the bidder should have the experience of having entered a contract for providing Security Service with

**Government/Semi-Government/Public Sector/Private Sector/
National level educational institute like IIT, IIM, NIT, and
universities /Banks/Public limited companies"**

3. Whether the Bidder have a valid Income Tax Registration Number / PAN ,
G.S.T Registration and other statutory requirements as per Rules in force –
YES / NO
 - a. Mode of Proof enclosed:

 - b. Available at which page number of Bid document:

4. Whether the Bidder has been covered their Staff employed by Group
Insurance, ESI and PF other statutory obligations - YES / NO
 - a) Mode of Proof enclosed:

 - b) Available at which page number of Bid document:

5. Whether the Bidder has been attached the copy of the License from Police
Department as per Private Securities Regulation Act 2005 (PSRA 2005) -YES /
NO
 - a) Mode of Proof enclosed:

 - b) Available at which page number of Bid document:

6. Whether the Bidder has been attached the copies of the Last three year
Income Tax Return (Financial year 2013-2014, 2014-15 and 2015-16) - YES
/ NO
 - a) Mode of Proof enclosed:

 - b) Available at which page number of Bid document

8. Whether the Bidder has been attached EMD for an amount of Rs 93,420/- from Nationalized or scheduled bank.

YES/ NO

a) Mode of Proof enclosed:

b) Available at which page number of Bid document:

9. Whether the Bidder has been debarred or blacklisted by any Government department/agency in the past 5 (five) financial years (2012-13 to 2016-17) on account of fraudulent or corrupt practices or inefficient/ineffective performance - YES/NO

10. Whether the bidder inspected the site. If so, date and time of inspection of site: YES/NO

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our Security Agency is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:
Place

Signature with Seal of Authorised Signatory

INDIAN MARITIME UNIVERSITY
KOCHI CAMPUS
BIDDER MEMORANDUM & UNDERTAKING

1. General Description

"Tender for Providing Security Services at Indian Maritime University Kochi Main Campus and Willington Island Campus"

2. Estimated cost :Rs. 46,71,000/-

3. Earnest Money :Rs. 93,420/-

4. Security Deposit

5% of the accepted tender value in the form as specified in clause – 22 of section -I

5. Retention Money

3% of value of Interim Bill recoverable from each interim payment as per Clause 25 of Section I

6. Period of Contract: One year from the date of commencement of work.

(The contract is extendable at the same terms & conditions for one more year subject to providing of services to the satisfaction of IMU, at the option of IMU)

7. Delay in commencement of Service and forfeiture of EMD & Undertaking by the bidder:

(a) Should this tender be accepted in whole or in part, I/we hereby agree: to terms and abide and fulfil all conditions annexed hereto and all the terms and provision contained in notice inviting tenders so far as applicable and or in default thereof to forfeit and to pay the Director, Indian Maritime University, Kochi campus or his successors in office, the sum of money mentioned in the conditions. A sum of Rs.93, 420/- is hereby forwarded in Demand draft as Earnest Money. If I / we fail to commence the Service Specified in the above memorandum I/ we agree that the said Director, or his successors in office shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely, otherwise the said Earnest Money shall be retained by him towards security deposit mentioned against **Clause 4** of the above mentioned Memorandum.

b) To execute all the Services referred to therein the tender documents upon the terms and condition contained or referred to therein and carryout such deviations as may be ordered.

c) I/ We hereby agree to abide by all terms and conditions laid down in the tender document.

d) This is to certify that, I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms & conditions.

e) I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus , Gratuity, Leave , Relieving Charges, Uniform and Allowance there of and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per minimum wages Act as amended by the government from time to time and shall be fully and solely responsible for any violation.

SIGNATURE.....

FOR AND ON BEHALF OF

.....

DATE.....