



INDIAN MARITIME UNIVERSITY

CHENNAI CAMPUS

East Coast Road, Uthandi, Chennai-600119

**TENDER FOR PROVIDING SECURITY SERVICE AT
INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS**

TENDER NO. IMU/CC/PUR/SECURITY-2/2017

VOLUME-I

TECHNICAL BID

Cost of Tender Form : Rs.2,500/-

Last Date for Submission : 1500 HRS on 21.07.2017

Date & Time of Opening : 1530 HRS on 21.07.2017



INDIAN MARITIME UNIVERSITY

(A Central University)

EAST COAST ROAD, UTHANDI, CHENNAI – 600119.

Sealed tenders are invited under **Two cover system**:

Name of work & Tender No.	EMD & Cost of Tender Document	Last date for Submission & Date of opening
Tender for providing Security service at Indian Maritime University, Chennai Campus "IMU/CC/PUR/SECURITY-2/2017" Estimated Cost: Rs.70.00 Lakh per Annum	Rs.1,50,000/- & Rs.2,500/-	21.07.2017 upto 1500 HRS & 21.07.2017 At 1530 HRS

PRE-BID MEETING SCHEDULE : 10.07.2017 on 1500 HRS at Director's Chamber

Individual Tender documents can be obtained from the Deputy Registrar (Admin), Chennai Campus on payment by Demand Draft drawn in favour of "**Indian Maritime University**" payable at Chennai.

Tender documents downloaded from our website www.imu.edu.in can also be submitted, subject to the tenderer enclosing a separate DD towards the cost of the tender document.

DIRECTOR

NOTICE INVITING TENDER (NIT)

Ref: IMU/CC/PUR/SECURITY-2/2017

Dated : 27-06-2017

Sub: Tender for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi".

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, Chennai Campus at Uthandi" under two bid system (Technical Bid & Financial Bid).

The detailed Tender Document for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi" can be downloaded from IMU website www.imu.edu.in.

The cover should be super scribed as "Providing Security Service at Indian Maritime University, Chennai Campus" and addressed to :-

The Director, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai 600119.

The site can be visited by any Security Agency who may wish to participate in the Tender with prior approval from The Director, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai 600119.

Tender should be submitted in two covers viz. 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 tender documents are to be submitted in tender box

kept in Deputy Registrar's Chamber or Purchase Department. The bidder may also send the bid documents by Courier/Post, addressed to The Director, Indian Maritime University, Chennai Campus, East coast Road, Uthandi, Chennai 600119, so as to reach the University not later than 1500 hrs on 21.07.2017. It is the responsibility of the bidder to ensure that the tender reaches the Chennai Campus before the scheduled time mentioned above. Tenders received/submitted late will be summarily rejected. The tenders (Technical Bid) will be opened at 1530 hrs on 21.07.2017 in Director's Chamber at Indian Maritime University – Chennai Campus, East Coast road, Uthandi, Chennai 600119 and interested bidders may be present at the time of tender opening along with authorization letter.

Thanking you,

Yours faithfully

Sd/-

Director

INDIAN MARITIME UNIVERSITY

**(A central University, Govt. of India)
East coast Road, Uthandi, Chennai-600119**

**TENDER NO. IMU/CC/PUR/SECURITY-2/2017
TENDER FOR "SECURITY SERVICES" AT IMU CHENNAI CAMPUS**

TENDER ABSTRACT

<u>S. No.</u>	<u>Subject</u>	<u>Remarks</u>
1	Name of the work & tender No.	Tender for providing Security Services to Indian Maritime University, Chennai Campus Tender No. IMU/CC/PUR/SECURITY-2/2017
2	Tender document cost	Rs.2,500.00
3	Earnest Money Deposit (EMD)	Rs.1,50,000.00
4	Pre-Bid meeting schedule	10.07.2017 at 03:00 PM Venue: Director's Chamber IMU-Chennai Campus
5	Last date to submit bids	21.07.2017 up to 03:00 PM
6	Date of Technical bids opening	21.07.2017 at 03:30 PM
7	Address to submit bids	THE DIRECTOR, INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS, EAST COAST ROAD, UTHANDI, CHENNAI-600119
8	Contact person for clarification	Deputy Registrar (Admin) Mob: 09840013215 Email: dradmin.chennai@imu.ac.in Web: www.imu.edu.in

**INDIAN MARITIME UNIVERSITY
CHENNAI CAMPUS**

INDEX

Tender for Providing Security Services at IMU Chennai Campus

S. No.	Description	Page No.
01	Notice Inviting Tender (NIT)	2-3
02	Tender Abstract	4
03	Section I - General rules and Directions for the Guidance of the Bidder	6-21
04	Section II - General Description of Service and other conditions	22-29
05	Section III - Schedule and location of Posting	30-31
06	Section IV - Duties and responsibilities of security personnel	32-37
07	Technical Bid (cover-I) Annexure - 1	38-42
08	Bidder Memorandum	43-44

Section I

General Rules and Directions for the Guidance of the Bidder

1.1. Scope of Tender

1.1.1 The Indian Maritime University (hereinafter referred to as the Buyer), established as Central University under the Ministry of shipping invites tenders for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi" as defined in the tender documents (hereinafter referred to as the "Service").

1.1.2 Duration of the Contract:

The Contract period is for One year from the date of commencement of the Service as defined elsewhere in the contract. The contract is extendable at the same terms and conditions and at the same rates by two more years (on yearly basis) subject to providing of security services to the satisfaction of IMU, at the sole discretion of IMU.

1.2. Eligibility Criteria

1.2.1 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 i.e. since January 2012 or earlier.

- a) at least 1 Service of similar nature costing 80% of estimated cost i.e. Rs.56.00 Lakhs (OR)
- b) at least 2 Services of similar nature costing 60% of the estimated cost i.e. Rs.42.00 Lakhs (OR)
- c) at least 3 Services of similar nature costing 40% of the estimated cost. i.e. Rs.28 Lakhs.

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

“Similar Service” means contract for providing Security Service with Government/ Semi-Government/ Public Sector/ National level educational institute like IIT, IIM, NIT and Universities/Banks/Public Limited Companies.

iii) Turnover

Should have had annual turnover of at least Rs.35 Lakhs in each year during the last 3 financial years i.e. 2013-14, 2014-15 & 2015-16

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

iv) Possession of Valid PAN

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

[Mode of Proof: Copy of the PAN Card to be produced]

v) The Staff employed by the Contractor should have been covered by ESI and PF other statutory obligations.

[Mode of Proof: Copies of Respective Registration Certificates along with Receipts for the payments made during the last 12 months and declaration to this effect]

- vi) The bidder should have been empanelled with DGR or State Ex-servicemen Corporation Certificate or having valid license from the Department of Home, Tamilnadu in accordance with the private security agency (Regulation Act 2005).

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

- vii) Should not have been black listed during last 3 (Three) years by any government department / agency on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Self 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.

All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the Notary Public.

The Bidder must possess **ALL** the above mentioned 07 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 stated above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

1.3. General Conditions

1.3.1 The Bid submitted will be evaluated based on the details of technical qualification submitted by them under Cover I in the prescribed formats to ascertain whether the bidders qualify or not. The Cover II (Price Bid) of only those firms who technically qualify under Cover I will only be opened.

1.3.2 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 all the pages of the tender and other documents including those which are required to be submitted as per Clause 1.12

1.3.3 Bidder should furnish all the 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.

1.4. One Bid per Bidder

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

1.5. Cost of Tendering

The bidders shall bear all costs associated with the preparation and submission of their tenders and the IMU-Chennai Campus will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU.

1.6. Site Visit

1.6.1 The bidder is advised to visit the site and surroundings where the security services are to be provided and acquaint him with the operational system and understand the information that may be required for the preparation of the tender and for entering into contract for providing security services. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will only be given during the tender period on written application to:

The DIRECTOR
Indian Maritime University, Chennai Campus
East Coast Road, Uthandi, Chennai-600 119
Tel : 044-24530344/24530345
Fax : 044-24530337

1.7. Rejection of Tender Documents

The bidder shall read and understand the contents of the tender documents, carefully. Failure to comply with the requirements of tender submission will render the tender liable for rejection. Tenders, which are not responsive to the requirements of the tender conditions, will be rejected.

1.8 Clarification of Tender Documents

The Indian Maritime University, Chennai Campus has also scheduled a **pre-bid meeting** on **10th July, 2017 at 03:00 PM in Director's Chamber** 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 document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to dradmin.chennai@imu.ac.in IMU will respond to any request for clarification, received one week prior to the deadline for submission of tenders.

1.9 Amendment to Tender Documents

1.9.1 At any time prior to the deadline for submission of tenders, IMU Chennai Campus may, for any reason, suo motu or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda / corrigenda etc.)

1.9.2 Any amendments thus issued will be hosted on the website www.imu.edu.in up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by IMU, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to those who have downloaded the document from the web or who bought tender documents from IMU prior to the date of amendment.

1.10. Preparations and Submission of Tenders

1.10.1 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU Chennai Campus 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 translated version alone shall be taken into consideration.

1.10.2 Documents comprising the Tender

The tender submitted by the Bidder shall comprise the following and should be read in conjunction with any Amendments issued in accordance with Clause 1.9.

(i) Cover I (Technical Bid)

- a) Earnest Money Deposit,
- b) Tender document fee,
- c) General Rules and Directions for the Guidance of the bidder (Section I),
- d) General description of Service and other conditions (Section II),
- e) Schedule and location of Security Personal (Section III),
- f) Duties and Responsibilities of Security Personal (Section IV),
- g) Annexure – 1 to Technical Bid Cover– I,
- h) Bidder Memorandum

The Cover I shall be addressed to “The DIRECTOR, Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai-600119” duly superscribing the name of Service as “Providing Security Service at Indian Maritime University, Chennai Campus” – COVER-I TECHNICAL BID and sealed properly. Names and Addresses with contact details of the bidder shall also be written on the cover.

(ii) 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, Chennai Campus, East Coast Road, Uthandi, Chennai-600119” duly superscribing the name of Service as “Providing Security Service at Indian Maritime University, Chennai Campus” – COVER-II PRICE BID and sealed properly. Names and Addresses of the bidder with contact details shall also be written on the cover.

(iii) 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, Chennai Campus, East Coast Road, Uthandi, Chennai-600119" duly superscribing the name of Service as "Providing Security Service at Indian Maritime University, Chennai Campus" and sealed properly.

1.11. Conditions stipulated by the bidder

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

1.12. Filling up of Forms, Completeness & Mode of Submission of Tender:

1.12.1 The bidder shall submit all the documents required to be submitted as per Annexure-I duly filled in along with their covering letters, data and other information so that the tender is complete in all respects.

1.12.2 The tender shall be filled and signed only by the authorized individual/entity/ firm/ corporation.

1.12.3 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.

1.12.4 Bids sent by telex, fax, Email etc. (i.e. modes other than by way of speed post/courier/dropping in the box provided) shall not be accepted.

1.13. Deadline for submission of tender

1.13.1 Tenders must reach the Director's office, IMU Chennai Campus, East Coast Road, Uthandi, Chennai - 600 119 at the address specified in para 1.6 above not later than 1500 Hrs on 21.07.2017.

1.13.2 The IMU Chennai Campus may, at its sole discretion extend the deadline for submission of tenders by issuing an addendum in accordance with Clause 1.9 of this section.

1.14. Late Tenders

Any tender received after the last date for submission of tenders prescribed in Clause 1.13 will be rejected.

1.15. Tender Prices

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

1.15.2 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. 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

1.15.3 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 those prospective bidders which do not meet the statutory requirements of Applicable Minimum Wages, ESI & PF, Bonus etc. are liable to be rejected.

1.16. Tender Validity

1.16.1 Tenders shall remain valid for 120 days from the last date for submission of tender

1.16.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU Chennai Campus 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 through E-mail 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 Chennai Campus 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.

1.17. Earnest Money Deposit (EMD)

1.17.1 Each tender should be accompanied by an Earnest Money Deposit (EMD) amounting to Rs.1,50,000/- (Rupees One Lakh & Fifty Thousand Only) which shall be in the form of Demand draft from any Nationalized

Bank / Scheduled Bank drawn in favour of "**Indian Maritime University, Chennai**", Payable at Chennai.

1.17.2 No other form of deposit towards Earnest Money shall be accepted.

1.18 Tender Opening, Bidder Participation, Stages of Evaluation (Technical and Financial)

1.18.1 Tenders will be opened at the Director's office, East Coast Road, Uthandi, Chennai - 600 119, at 1530 hours on 21.07.2017. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, may be present at the venue and witness the tender opening. In case of authorized representative, bidder should send a letter of authorization containing the specimen signature of their representative who is 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. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.

1.18.2 The bidder or his authorized representative 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-CC, the tender shall be opened at the specified time on the next working day.

1.18.3 On the day of opening, only the main covers and Cover I alone will be opened. Cover II will not be opened. The sealed cover II of all the bidders will be put in one cover and sealed in the presence of the bidders or their authorized representative(s), if any, who are present during the time of opening of Main cover. Technical bid (Cover -I) of each bidder will be evaluated as per the eligibility criteria prescribed in

Clause 1.2 of this section. If the bidder fails to fulfill any one of the above criteria, their Cover II shall not be opened.

1.18.4 The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-CC will form the basis for the evaluation. In exceptional cases IMU CC or his 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-CC, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-CC. After satisfying that all/or some of the bidder have attained the minimum qualifying criteria as detailed above, only technically qualified bidders will be kept and sealed in a separate cover. A suitable date and time for opening of the Cover II – Price Bids will be fixed and those bidder(s) who are qualified will be intimated about the opening of Cover- II – Price Bids. The Cover- II Price Bids will be opened in the presence of the qualified bidders or their authorized representatives, if they choose to attend and present. The procedure and number of participants etc. for opening Cover - II will be the same as the procedures outlined in Clause 1.18.1 & 1.18.2.

1.18.5 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 L-1, 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 highest marks, among the L-1 bidders.

1.18.6 **It must be noted that the criteria to arrive at the L-1 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-4 of the Price Bid (volume-II). All rates are to be quoted for monthly expenses.

1.19. Influencing prohibited

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

1.20. Correction of Errors (in Price Bid)

The Tenderer shall quote the rates both in figures as well as words. The cost of 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 tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:

- a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the bidder for individual items, shall be reckoned.
- 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.

1.21. IMU CC's right to accept any tender and to reject any or all tenders.

The IMU Chennai Campus 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-CC's action.

1.22. Security Deposit

1.22.1 Within 7 days of the successful bidder's receipt of notification of award from IMU, 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 drawn in the name of Indian Maritime University, Chennai Payable at Chennai. The EMD already paid can be adjusted towards the Security Deposit. If the bidder fails to submit the Security deposit to IMU-CC within the stipulated time, IMU shall without prejudice to any other right or remedy, be at 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.

1.22.2 The Security Deposit will be discharged by the IMU and returned to the Security Agencies not later than 90 days following the date of completion of the Security Agencies performance obligations.

1.22.3 The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) incurred by IMU resulting from the failure of the Security Agency to meet out its obligations under the Contract, as determined by IMU. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Security Agencies.

1.22.4 If there is delay in payment of Security deposit beyond the specified or extended time as per Clause 1. 22 interests at the rate of 18% per

annum for the period of delay may be charged by IMU, in case IMU CC decides to award the contract even after such delay.

1.22.5 No interest will be allowed on the Security Deposit from the date of its receipt until it is refunded.

1.23. Refund of EMD

1.23.1 The EMD will be refunded to all the unsuccessful bidder(s) within one month from the date of award of contract.

1.23.2 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.

1.23.4. Where a person whose tender has been received on behalf of the IMU-CC 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-CC (or) fail to furnish the security deposit within the prescribed time, the IMU-CC shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely.

1.23.5 No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.

1.24. Commencement of Work:

IMU-CC is likely to instruct to commence the Work from 1st August 2017. The period of contract is 12 Months from that date of commencement.

1.25. Retention Money

Retention Money at 3% will be deducted from each monthly bill. The money so retained will be released along with security deposit on completion of service to the satisfaction of IMU, after the expiry of the contract period.

1.26. 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 buyer and the contractor. 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 bidder.

1.27. Jurisdiction: The jurisdiction of all suits / proceedings arising out of this contract shall be subjected to jurisdiction of the Hon'ble High Court of Madras Judicature at Chennai.

Section – II

General description of Service and other conditions/Responsibilities of Security Firm

- 2.1 General : Shift, Fitness, Uniform, Attendance, Amenities, Bio-data & Antecedents
- 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 20-55 years. No Minor Should be engaged.
- 2.1.3 The security personnel should be provided with Uniform including Cap, Torch light, Lathi, Shoes, Whistle etc. by the contractor at his cost. Penalty may be imposed by IMU for personnel who are not in possession of these above.
- 2.1.4 Attendance of personnel will be maintained in the certified register supplied by IMU and the same may be sought by IMU for verification on the 1st Servicing day of the following month.
- 2.1.5 Food, Accommodation arrangements for the personnel will not be provided by IMU and hence shall have to be made by the contractor.
- 2.1.6 The contractor should furnish to the IMU the bio-data of the personnel posted in the IMU before posting at campus and any changes thereof within 24-hours of the same. IMU reserves the right to reject any person posted in IMU without assigning any reason.
- 2.1.7 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 the IMU.

2.2 Statutory / Labour Legislations / Labour welfare Obligations:

- 2.2.1 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 reason whatsoever. The contractor shall be solely responsible for reporting to IMU and concerned authorities immediately of any serious or fatal accident.
- 2.2.2 The security personnel provided shall be the employees of the Contractor and all statutory liabilities such as ESI, PF, Workmen's Compensation Act, etc. will be paid by the contractor. The list of staff going to be deployed shall be made available to IMU and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
- 2.2.3 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.
- 2.2.4 It will be the responsibility of the contractor to provide details of manpower deployed by him, in IMU, to the Labour department.
- 2.2.5 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.
- 2.2.6 **The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A' as prescribed by 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 contract, then:

- (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
- (ii) 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.

2.2.7 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.

2.2.8. 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 the personnel 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.

2.2.9. The administrative issues like leave, weekly off, discipline etc. of the security personnel are the responsibility of the contractor.

2.3. Duties:

2.3.1 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.

2.3.2 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.

2.3.3. The contractor shall be responsible to maintain all property and equipment of IMU entrusted to it.

2.3.4 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.

2.3.5 Security Personal posted at all the posts shall maintain the necessary registers prescribed in this tender document elsewhere.

2.3.6 No stranger or outsider should be allowed inside the campus without the permission of a responsible officer inside the campus.

- 2.3.7 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.
- 2.3.8 The Security personnel should be available at the assigned post(s) all the time. Responsibility for providing necessary relievers if necessary vests with the contractor.
- 2.3.9 The security staff shall not accept any gratitude or reward in any shape.

2.4. PAYMENT TERMS

- 2.4.1 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.
- 2.4.2 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 submit required documents.

2.5. Penalty:

2.5.1 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.1,000/- 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.

2.5.2 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.

2.5.3 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.

- 2.5.4 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.
- 2.5.5 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.
- 2.5.6 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.
- 2.5.7 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.

2.5.8 Security personnel found drunk or sleeping on duty to be removed by the Contractor and no payment will be made.

2.5.9 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.

2.5.10 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.

2.5.11 Termination:

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.

Section III

3. Schedule and location of Posting

3.1 SECURITY PERSONNEL SHIFT TIMING AND SCHEDULE

1. Name of the post : Security Officer
No. of post : 1 – Overall In charge

2. Name of the post : Assistant Security Officer
No. of post : 2– In charge at Night hours

3. Name of the post : Security Guards
No. of post : 22 → (22– Male SGs on 08-hours shift)

No. of SO / ASO's / Security Guards to be posted

Sl. No.	Location	Designation	1st Shift	2nd Shift	3rd Shift
01	Chennai Campus	SO	1	-	-
02	Chennai Campus	ASO	-	1	1
03	VC Office	SG	1	1	-
04	Registrar Office	SG	1	1	-
05	Marine Hostel	SG	1	1	1
06	DD-1, DD-2 & Residential areas	SG	1	1	1
07	Guest house & Semi Permanent Hostels	SG	1	1	1
08	Bay of Bengal Hostel	SG	1	1	1
09	Swimming Pool	SG	1	1	1

Sl. No.	Location	Designation	1st Shift	2 nd Shift	3 rd Shift
	& backside area				
10	Main Office near Library	SG	1	1	1

SO - Security Officer
ASO - Assistant Security Officer
SG - Security Guard

Note:

1. The SO/ASO at IMU-CC shall take care of main building on all office Servicing days and round the clock during holidays.
2. The above requirements are as per the present requirements & indicative in nature 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
2 nd 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.

Section IV

4. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL

4.1 DUTIES OF SECURITY PERSONNEL IN IMU CHENNAI CAMPUS:

The Security personnel posted in IMU-CC by the Security Service shall be responsible for the following:-

- 4.1.1 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:-
- 4.1.2 Maintaining security personnel attendance register and Academic block key register.
- 4.1.3 Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to IMU Chennai Campus officials or any officer so designated by the Competent Authority.
- 4.1.4 After office hours attending the incoming telephone calls and connect to the person in IMU called. To be courteous and polite over the phone.
- 4.1.5 After office hours and holidays accept articles from couriers and hand over the same to reception the next day.
- 4.1.6 Maintain In/ Out time of House-Keeping staff, Garden Servicers and contract Servicers/ Labours in appropriate registers.
- 4.1.7 Open all rooms and class room in the Academic block (except VC's Secretariat, Director's Secretariat, Registers office, Library and Finance department)
- 4.1.8 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.
- 4.1.9 SO/ASO to inspect the all security posts at every 4-hour.
- 4.1.10 Lock all the rooms opened in the morning by evening or as per instructions.
- 4.1.11 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.
- 4.1.12 Go on inspection of all posts and ensure all campus lighting are switched on at 1900 hours.

- 4.1.13 Shall inspect campus boundary at mid-night 12.00 hours, 02.00 hours and 04.00 hours and as & when required or instructed.
- 4.1.14 Ensure that security staff is at patrol as per schedule. While patrolling during night hours at swimming pool area, it is required that whistle sound at every half-an-hour interval is made.
- 4.1.15 Check persons going IN and OUT of the campus.
- 4.1.16 Except Staff/Officers family and their guests and accommodated course participants, all other persons entering or leaving the campus shall be registered in the visitor's book.
- 4.1.17 Record any non-functioning of light/fans, pumps and taps in street and common areas of the campus in the complaint register kept at the Estate Office or Hostel.
- 4.1.18 Report to Deputy Registrar (Admin) / Security In-charge at 17.00 hours at his/her office on all working days.
- 4.1.19 Check that all offices and class rooms are closed except the following:
- i) Offices where official work is in progress.
 - ii) One class room in the First Floor or ground floor for marine students.
- 4.1.20 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.
- 4.1.21 Close the classrooms opened for study at 12.00 hrs. Midnight
- 4.1.22 If any office or class room other than those exempted as specified in clause 4.1.20 is open, lock the same, record the incident through main gate daily security occurrence report.

- 4.1.23 All toilets in the main building is to be locked at 18.00 hours except the one in first floor or ground floor.
- 4.1.24 At every one-hour patrol the first floor and ground floor corridors of Academic Building checking for any disturbance or irregular occurrence.
- 4.1.25 The main gate key mounting board is to be locked and the key shall kept in SO/ASO custody from 06.00 p.m.
- 4.1.26 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.
- 4.1.27 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.
- 4.1.28 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.
- 4.1.29 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.
- 4.1.30 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.
- 4.1.31 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.

- 4.1.32 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.
- 4.1.33 The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 4.1.34 Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.

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 the Guest House verandah reception 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 Switch on Septic Tank Motor at 05.00 hours and put it off when empty
- 4.2.7 In case of any student creating any indiscipline/ problem, they should immediately report to the hostel wardens during non office hours.

4.2.8 Close the Hostel gates, lock them & to open them in the morning. Attend urgency requirements of the students by opening as and when necessary.

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 campus from main gate to beach gate and check that all the water and sewage motors are available in their concern location. 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 Guest House, DD1, DD2, Faculty Quarters and Director's Bungalow.

4.4 DUTIES OF SECURITY PERSONNEL AT DD1, DD2 & Residential Areas:

4.4.1 To put on all outdoor lights and garden lights at the above location at on set darkness. Put off the same at the onset of day light.

4.4.2 Every one hour he should patrol all over the DD1, DD2 & Residential Area. Enter in the General Diary in every inspection.

4.4.3 Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to Deputy Registrar (Admin) /Security In charge.

4.5 DUTIES OF SECURITY PERSONNEL AT THE SWIMMING POOL:

4.5.1 Shall ensure that the swimming pool users fill up the required details in the user register before entering the pool.

- 4.5.2 The swimming pool shall be allowed for use by students only between 09.00 a.m. and 06.30 p.m. only.
- 4.5.3 Children (14 years and below) shall be allowed only with adult supervision who knows swimming. Any other user has to obtain special permission of the Director for using the pool. Persons who do not know swimming shall not be allowed to use the pool.
- 4.5.4 Rag pickers or stray cattle and dogs shall not be let into the premises.
- 4.5.5 The security personnel shall keep the beach gate open from 06.00 a.m. to 08.00 p.m. only (normally the beach gate to be kept locked and should only be opened after instructions from Deputy Registrar (Admin)/ Security-in-charge/ or any other officer designated).
- 4.5.6 The security personnel shall put on street lights at the outset of darkness and switch off at the onset of daylight. Also the Motor of swimming pool filtration tank to be switched on/off.
- 4.5.7. During the third shift from 10.00 p.m. to 06.00 a.m., every half an hour three whistles shall be sounded. If there is not response from patrol and Director's bungalow security, immediately the message shall be informed to Main Gate.
- 4.5.8. The security personnel shall patrol the swimming pool area.

4.6 Misc. provision

- 4.6.1 The Director, Chennai 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 Chennai Campus. It shall be the duty of the contractor to incorporate such modifications.

Annexure-I

(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,
Chennai Campus"

Ref No. IMU/CC/PUR/SECURITY-2/2017

Dated: _____.2017

From

Name & Address of the Bidder

Ph:

Email:

To

The Director,

Indian Maritime University, Chennai Campus,

East Coast Road, Uthandi, Chennai - 600119.

Dear Sir,

We hereby submit our Technical Bid for "Providing Security Service at Indian Maritime University, Chennai Campus" as detailed below:-

1. Whether in the business of Providing Security Service

Since January 2012 or earlier

YES/ NO

a) Since which Year ?

b) Mode of Proof enclosed:

c) Available at which page number of Bid document:

2. Details of "Providing Security Services" carried out during the last five years (January 2012 to December 2016):

a) At least three similar service to the value of Rs.28.00 lakhs each (Rupees Twenty Eight Lakhs only) during the last five years (January 2012 to December 2016):

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

b) At least two similar service to the value of Rs.42.00 lakhs each (Rupees Forty Lakhs only) during the last five years (January 2012 to December 2016):

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

c) At least one similar service to the value of Rs.56.00 lakhs (Rupees Fifty Six Lakhs only) during the last five years (January 2012 to December 2016):

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/ National level educational institutes like IIT, IIM, NIT, and Universities/ Banks/Public Limited Companies".

3. Whether the bidder has a minimum Annual turnover of Rs.35.00 lakhs during each of the last three Financial years (2013-14, 2014-15 and 2015-16):

YES / NO

Financial Year	2013-14 (Rs. in lakhs)	2014-15 (Rs. in lakhs)	2015-16 (Rs. in lakhs)
Annual Turnover			

a) Mode of Proof enclosed: _____

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

4. Whether the Bidder have a valid Income Tax Registration Number / PAN 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: _____

5. Whether the Bidder has covered their Staff employed under ESI and PF and other statutory obligations -

YES / NO

a) Provident Fund Number(Copy to be provided): _____

b) ESI Number (Copy to be provided) : _____

c) Other Modes of Proof enclosed: _____

d) Available at which page number of Bid document: _____

6. Whether the Bidder has attached the copy of the License from Home 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: _____

7. Whether the Bidder has attached the copies of the Last three financial years Income Tax Return (2013-2014 ; 2014-2015 & 2015-2016) -

YES / NO

a) Mode of Proof enclosed: _____

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

8. Whether the Bidder has attached EMD for an amount of Rs.1,50,000/- & Tender cost of Rs.2,500/- 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 3 (three) years 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

11. Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

12. Form of Organization (Sole proprietorship / Partnership / PVT Ltd Company etc):

13. Registration Number of Firm:

14. License Under Contract Labour (R&A) Act:

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, in addition to any other right or remedy available to IMU including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of Authorized Signatory

Place:

INDIAN MARITIME UNIVERSITY

CHENNAI CAMPUS

BIDDER MEMORANDUM& UNDERTAKING

1. General Description
"Tender for Providing Security Services at Indian Maritime University, Chennai Campus".
2. Estimated cost: Rs.70,00,000/-
3. Earnest Money: Rs.1,50,000/-
4. Tender document cost : Rs.2,500/-
4. Security Deposit
5% of the accepted tender value in the form as specified in clause – 1.22 of section –I.
5. Retention Money
3% of value of each monthly bill recoverable from each interim payment as per Clause 1.25 of Section I.
6. Period of Contract:
One year from the date of commencement or work.
[The contract is extendable at the same terms and conditions by two more years on yearly basis subject to providing of security services to the satisfaction of IMU, at the option of IMU]
7. Delay in commencement of Service and forfeiture of Earnest Money Deposit& Undertakings by the Bidder
 - a) Should this tender be accepted in whole or in Part, I / we here agree:
to terms and abide and Fulfil all conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as

applicable and/or in default thereof to forfeit and to pay the DIRECTOR, Indian Maritime University, Chennai Campus or his successors in office, the sum of money mentioned in the conditions. A sum of Rs.1,50,000/- as Earnest Money & Rs.2,500/- as tender document fee is hereby forwarded in form of Demand draft. If I / we fail to commence the Service Specified in the above memorandum / we agree that the said DIRECTOR or his successors in office shall, without prejudice to IMU's 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 there in the tender documents upon the terms and conditions contained or referred to therein and carryout such deviations as may be ordered by IMU.

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

8. 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 thereof 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 & solely responsible for any violation.

SIGNATURE WITH DATE.....

FOR AND ON BEHALF OF