

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH (N.I.T.T.R.)
[Government of India, Ministry of Education, (Dept. of Higher Education)]
Taramani, Chennai – 600 113

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

Tender No: NITTTR/Admin/ENQ /Security/2021-22

Date: 07.07.2021

Sub: Providing of Security Services

National Institute of Technical Teachers Training and Research, Chennai (NITTTR, Chennai), an Institute under the Ministry of Education, Government of India, invites sealed Tenders from registered, bonafide, experienced and financially sound Security Agency having a valid License under Contract Labour (Regulation and Abolition) Act 1970 and appropriate Govt. Securities Act, for exclusively deploying trained Security Personnel. The Securities Services covering the NITTTR campus at Taramani and Residential quarters at Kotturpuram, Chennai, on outsourcing.

Contract is initially for a trial period of **THREE MONTHS** which is likely to be extended for further period of **NINE MONTHS in the first instance and a second extension of twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR, Chennai on terms and conditions to be mutually agreed upon. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from the website www.nitttrc.ac.in & [Gem portal](#). Interested and eligible Security Agencies are requested to upload the relevant documents containing Technical Bid and Price Bid with reference number **(Tender No. NITTTR/Admin/ENQ/Security/2021-22Dt:07.07.2021)** to "The Director, National Institute of Technical Teachers Training and Research, Chennai, PIN: 600 113" on or before the tender submission deadline **in Gem portal**.

Name of Work	Estimated cost per Annum Approx.(Rs.)	Duration
Providing Security services for Regulation of Movement of Men, Materials and vehicles at the Entry and Exit points of NITTTR and Guarding Staff Quarters	95,00,000	One Year

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

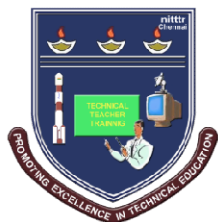
Last date for submission of bids is **26.07.2021 upto 4.00PM.**

Sd/-
Director
NITTTR Chennai

Copy to:

1. NITTTR's Website
2. Notice Board

Note: The Security Tender No: NITTTR/ADMIN/ENQ/SECURITY/2021 dated 16.02.2021 stands cancelled. Whoever has applied earlier, should apply afresh now.

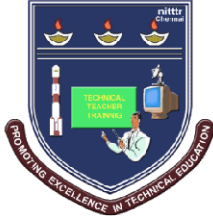


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IMPORTANT INFORMATION RELATED TO TENDER

Nature of Work	Providing of Security Services at NITTTR Academic Campus Taramani and NITTTR Staff Quarters, Kotturpuram, Chennai.
Tender No and date	NITTTR/Admin/ENQ/Security/2021-22 date: 07.07.2021
Bid Document fee (Non refundable)	Nil
Earnest Money Deposit(EMD)	Bid Security Declaration to be submitted in the prescribed format Annexure – VIII
Last date for submission of sealed tenders/quotations	26.07.2021 at 4.00PM
Bid Validity	90 days from the opening of price bid
Contact person	OSD/Admin, NITTTR, Chennai -600113 Phone No: +91-22545436/488 e mail id: admin.officer@nitttrc.ac.in



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Guidelines for Tenderers

1. Name of the Work and Requirement:

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

S. No	Description	No of persons
1	Assistant Security Officer (ASO)	03
2	Security Guards (SG)	24
Total		27

1.1 The above requirement may be changed subject to necessity.

1.2 The ASO must be an Ex-Servicemen and should be capable of reading, speaking and writing in English and Tamil.

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

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

2. Scope of Work

2.1 Area of work : The Security Agency has to provide safety and security to the National and International Trainees, students, staff, infrastructure, research, innovations, assets and property owned or hired by the NITTTR, Chennai. The assets include equipment and property of entire campus of NITTTR, Chennai and Staff Quarters Kotturpuram, Chennai. The NITTTR, Chennai, requires a professional and experienced Security Agency, who can provide security of high standard with expertise in basic security mechanisms for safeguarding the NITTTR, Chennai.

2.2 Visit at NITTTR, Chennai, the Security Agency is required to provide ASO/ Security Guards to the NITTTR, Chennai and is advised to visit NITTTR, campus on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and Holidays and acquaint himself with the area and operational system. The cost of visiting shall be borne by the Security Agency. It shall be deemed that Security Agency has undertaken a visit to the NITTTR, Chennai and is aware of the operational conditions prior to the submission of the tender documents. The Security Agency or his authorized representative may meet Consultant (HR) for any assistance in this regard.

2.3 The Security Agency will render expert advice on regular basis for ensuring the protection of equipment and property of NITTTR, Chennai. The Security Agency shall ensure round-the-clock high standard security on a 24x7 basis throughout the year to safeguard the premises and assets of NITTTR, Chennai.

2.4 The Security Guards and ASO personnel deployed by Security Agency for security duty should be well trained in fire fighting, operating the fire-protection system(s)/ equipment(s) and fire extinguishers and providing first-aid. Necessary certificates from Individuals need to be attached at the time of engagement.

2.5 Security Agency to provide uniforms:

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

2.5.1 Details of Uniform to be provided by Security Agency.

- 1) Woolen beret / cap - 01 per year
- 2) Leather shoes Black - 01 pair per year
- 3) Nylon socks - 02 pairs per year
- 4) Security badge/Identity card - 01 No. per 2 years
- 5) Whistle - 01 No. per year
- 6) Lanyard - 01 No. per year
- 7) Shoulder titles - 01 set per year
- 8) Web belt / leather belt - once in 02 years
- 9) Shirt full sleeve (Uniform) - 02 per year
- 10) Trouser (Uniform) - 02 per year
- 11) Lathi / Danda - 01 per 2 years
- 12) Torchlight - 01 per year

2.6 The Security Agency shall issue detailed working instructions to their Security Personnel, which will be prior approved by the Officer on Special Duty (Administration) (OSD /Admin), NITTTR Chennai. This inter alia implies that, each individual should know their roles and responsibilities. The Security Agency shall ensure that all his personnel observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The Security Agency shall have full control over the security staff engaged by him. The Security Agency shall give necessary briefings, guidance and directions to his staff to carry out the jobs assigned to them by the Security Agency or NITTTR.

2.7 Security personnel once posted to the unit will not be shifted without the prior permission of the OSD/ Admin, NITTTR Chennai. Bio-data, Aadhaar copy and Police verification certificate with passport size photograph in respect to all personnel detailed for duty shall be submitted to the Admin Department at the time of engagement. Similarly, any newly posted ASO/ Security Guard will be put on duty only after the approval of the OSD / Admin, NITTTR Chennai. The Security Agency shall furnish the list of each and every person employed by them and deploy to work at NITTTR, Taramani & Staff quarters, Kotturpuram Campus together with a copy of their latest photograph.

2.8 Roll call of all guards in the shift duties will be conducted at designated place (within NITTTR Chennai duty campus), who will report to the Duty Officer, Security Section. Roll call will fall in at least 30 minutes before mounting of the shift; Security Guards/ASO will be checked for their proper turnout, shave and haircut. The Security Agency shall furnish a detailed duty chart of the deployed personnel as & when there is an addition/ reduction in the deployed strength and keep informed the OSD / Admin, NITTTR of any change in the list of personnel from time to time. The duty chart should give the specific names of security personnel and building-wise respective duties they are required to attend to. A copy of the duty chart shall be displayed in the Duty Register of each premise.

- 2.9 If any Security personnel is found not alert or away from his duty post without valid reason, that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted in to man hours/ man days at the end of the month and will be reflected as disallowance in the monthly bill.
- 2.10 In the event of any misdemeanour like sleeping during duty, be in gander the influence of liquor / drugs or indecent/insolent behaviour of duty place by any Security Guard / ASO, such personnel will be removed from the duty immediately and will not be engaged at NITTTR, Chennai in future. This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds.
- 2.11 Personnel on off-duty (weekly off etc.) will not be allowed to visit any duty Posts.
- 2.12 The right to increase/decrease the strength of personnel posted at anytime rests with the NITTTR Chennai.
- 2.13 The following documents will be maintained by the Unit-in-Charge of Security Agency:
- (i) Daily Attendance Register
 - (ii) Guard Checking Register
 - (iii) Daily Orders Register
 - (iv) Occurrence Register
 - (v) Documents related to and covered by Labour Department to be displayed and authenticated by Local Labour Officer.
 - (vi) Beat Book- by the respective Security Guard.

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

- 2.14 The Security Agency should provide all materials(s)/ equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/ winter uniform and protective materials like overcoats, umbrella etc. at their cost.
- 2.15 There shall be periodical surprise checks of Guards by Officer(s) of the Security Agency during day and night. It shall be reflected in the Guard Checking Register and reported to OSD /Admin, NITTTR, Chennai.

2.16 Requirement of ASO /Security Guards:

- i) NITTTR Campus (5 Security Guards per shift)
 - ii) NITTTR Campus (1 Assistant Security officer per shift)
 - iii) NITTTR Staff Quarters (3 Security Guards per shift)
- Total : 27 persons (Security Guards 24 + ASOs 3)

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

2.16.1 Details of Shift Timings:

- Ist Shift : 06.00 AM to 02.00 PM
- 2nd Shift : 02.00 PM to 10.00 PM
- 3rd Shift : 10.00 PM to 06.00 AM

- 2.17 The Security personnel should make frequent round of all locations during their tenure of duty. Instructions for the rounds will be taken in person from the Duty Officer. They will report to the Duty Officer if anything found suspicious after every four hours and maintain a log of these reports in the occurrence.
- 2.18 The NITTTR will forfeit the Security Deposit submitted in the form of Demand Draft or Bank guarantee, in case, the Security Agency discontinue their service without prior notice and any loss is incurred to NITTTR properties due to security lapses.
- 2.19 In case of any loss/damage caused, not due to natural calamities or disaster, to the properties of NITTTR where the complicity or laxity of the Security personnel of the Security Agency is suspected, after filing an FIR, a joint enquiry will be held to apportion responsibility and determine the quantum of compensation to be paid by Security Agency. If the enquiry is not able to pinpoint the responsibility, the decision of the Director, NITTTR Chennai will be final and binding on both parties.
- 2.20 It shall be binding on the Security Agency and the staff that during the association with NITTTR Chennai if they are given, prepare, produce or otherwise receive any drawings, samples, prototypes, products, equipment or knowledge of such items, they must not divulge the same to any party, private or public. Such activities will attract immediate termination of this contract engagement, with appropriate compensation to NITTTR Chennai. Displaying of photos / videos associated with NITTTR campus security on social media is banned and any negligence will be dealt severely.
- 2.21 The engagement of contract shall be terminated with **THREE** months notice from either side.
- 2.22 Leave Relief:**
- No person shall be sent on leave unless, cleared by the OSD(Admn) .In all such cases, reliever will be positioned prior to sending the personnel to leave.
- 2.23 The Security Agency shall be solely responsible for all acts of commission and or omission on the part of their security personnel posted at the NITTTR Chennai.
- 2.24 The Security Agency shall immediately notify NITTTR Chennai in writing of the occurrence of any event which may result in or which may indicate as on to believe that there may be work stoppage, slowdown, labour dispute, strike, any labour related disruption of its own staff impediment or disruption in the due performance of the obligations of Security Agency under this Agreement. The Security Agency also agrees that in the event any such work stoppage, slowdown, labour dispute, strike, disruption or impediment continues for a period exceeding 24 hours, then, notwithstanding what is contained in this Agreement, NITTTR Chennai may at its sole discretion terminate this Agreement forthwith.
- 2.25 The Security personnel provided should be personnel of high integrity and confidence. The antecedent of the persons engaged should be verified by the Security Agency/Local Police Authorities/Home Department, as applicable to the satisfaction of NITTTR, Chennai.
- 2.26 The scope of work, description and the terms and conditions mentioned herein above are only indicative and not exhaustive and the Security Agency shall meet any other requirements of NITTTR, Chennai from time-to-time, relating to the Security of the NITTTR.
- 2.27 The Security Agency shall be responsible and liable for and shall indemnify NITTTR, Chennai and keep NITTTR, Chennai indemnified and safe and harmless at all times, against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and action in any nature whatsoever made or instituted against or caused to or suffered by NITTTR, Chennai or indirectly by reason if:

- (i) Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, misfeasance, bad faith, disregard of its duties and obligation under, service, act or omission of or by the Security Agency and/or any of its staff.
- (ii) Any theft, robbery, fraud or other wrongful act or omission by the Security Agency themselves or any of its staff.
- (iii) Liaison with any trade union and trade union activities inside the campus of NITTTR, Chennai and Staff quarters is prohibited.
- (iv) Senior officer of the Security Agency, not below the rank of branch/zonal head will liaise with OSD/Admin NITTTR, in connection with security arrangement.
- (v) In case of need, Security Agency should be able to supply extra manpower wherever applicable.
- (vi) NITTTR, Chennai, will not be responsible for any accident/illness and any other casualties during the stay of the security personnel at the campus. If occur, the expenditure will be borne by the Security Agency concerned.
- (vii) In connection with security arrangement, for derailment, distribution and administration requirement, the order of OSD/Admin, NITTTR Chennai will be final and binding.

2.28 The Security Agency shall pay his workmen deputed at NITTTR Chennai, the wages not less than the monthly rate as mentioned in Annexure IX. However, the wages of Security Guards/ASO may be revised as and when rate of the minimum wages is revised by notification issued by Central / State government.

2.29 The Security Agency shall obtain the necessary license from the Competent Authority for the employees to be engaged by them at the NITTTR, Chennai premises, under the Contract Labour (Regulation and Abolition) Act, 1970 and submit it to the NITTTR, Chennai within 30 days of the commencement of Contract. This is required before effecting payment of first month's bill.

2.30 The Security Agency shall ensure that all his workmen are covered under the Employees State Insurance Act and Employees Provident Fund Act. The Security Agency shall arrange for payment of the Employees contribution as well as their share of the contribution to the Provident Fund and ESI in such proportion as fixed from time to time as provided under Law. The Security Agency shall ensure that ESI and PF contributions are paid to the ESI and PF Authorities without any delay. The Security Agency shall obtain and produce the individual ESI Code Number and PF Code Number for his firm, while submitting the Quotation. Copies of the certificates from the respective authorities allotting the PF/ESI codes should be submitted along with the technical tender. Individual ESI cards have to be issued to the workmen, within one month of the commencement of the contract. Individual PF Nos. should be given to the workmen, under intimation to the NITTTR Chennai, within two months of commencement of contract.

2.31 The Security Agency shall comply with the provisions of Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Industrial Disputes Act, Factories Act, Contract Labour (Regulation & Abolition) Act and all other Labour and Welfare Legislations as applicable to the engagement of contract labour. The Security Agency alone shall be responsible for all the acts of commission and omission, breaches and losses etc., and the Security Agency shall undertake to keep NITTTR Chennai, fully secured and indemnified in respect of the same, including all costs arising there from. The compliance of Payment of Minimum Wages is mandatory for continuance of the Contract.

2.32 The Security Agency shall ensure that all registers and records are properly maintained in respect of the workmen engaged by them, for various works, towards the implementation of the various Labour Acts. These records shall be opened for inspection to NITTTR Chennai, authorities and also to the Inspectors appointed under the various Acts, from time-to-time.

- 2.33 The Security Agency shall deploy adequate number of personnel, so as to cater to the security arrangements with provision for adequate relievers. The Security Agency shall carry out supervision/overseeing of his own employees deployed in premises of NITTTR Chennai. NITTTR Chennai will have right and discretion to ensure that jobs are carried out as per contract. The Security Agency will not allow unauthorized entry to persons to roam about; cut trees/ grass/ firewood, perform sales or promotional campaigns of any kind not related with NITTTR Chennai, or damage any civil or electrical work/ fittings or to scale or damage the boundary wall from in/ out side of the premises. It is also to be strictly monitored that no outsider should park his/ her vehicle inside the boundary of the premises.
- 2.34 The Security Agency will be responsible for safety and security of Assets inside of the academic premises at Taramani and Staff Quarters at Kotturpuram of NITTTR Chennai.
- 2.35 It will be the sole responsibility of the Security Agency that the personnel engaged are trained in authorised/ registered training institute and the NITTTR Chennai will not be liable for any mishap, directly or indirectly. NITTTR Chennai will verify the authenticity of training certificate issuing institute(s).
- 2.36 The security works will be periodically checked by the Competent Authority/OSD/Admin or any person authorized by them to ensure quality of work.
- 2.37 Only physically and medically fit personnel shall be deployed for duty by the Security Agency.
- 2.38 No agent, middleman or any intermediary will be engaged to provide any service, or any other item of work related to the performance of this contract.
- 2.39 Bid must be submitted in accordance with the instruction laid down in detailed tender documents.
- 2.40 The Security Personnel deployed must perform 'March Past Parade' during Republic Day and Independence Day Flag hoisting ceremony. Further, they should also wear ceremonial dress during important occasions.

3. Eligibility Conditions:

- 3.1 The Security Agency should possess Certificate of Registration with registrar of companies under Companies Act, and / or Shops & Establishment Act etc. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed, copy of trade license. For proprietorship firms, full name and address of proprietor along with certified copy of trade license. Registered with State / Central Government and having License for supply of Security Personnel.
- 3.2 The Security Agency should have Head Quarters or zonal or regional offices in Tamil Nadu preferably at Chennai.
- 3.3 The Security Agency should possess a valid license from the appropriate authority under the Private Security Agencies (Regulation) Act 2005. The Security Agency should not have been black listed by any Government or Semi-Government.
- 3.4 The Security Agency must have experience in performance of similar nature of contracts continuously for last preceding five years ending 31.03.2021 in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions.
- 3.5 The Security Agency must have carried out atleast in any one the following during three preceding years:
- a. One similar completed work in security services costing not less than the amount equal to 80% of the estimated cost.
 - b. Two similar completed works in security services each costing not less than the amount equal to 60% of the estimated cost.

- c. Three similar completed works each in security services costing not less than the amount equal to 40% of the estimated cost. The work done certificate should mention the details of work executed, contract value, the date of commencement and date of completion of the work.
- 3.6 Security Agency should submit along with their tender, copies of the valid license no. under Contract Labour Act, PAN Card, PF Registration Certificate, ESI Registration Certificate, GST Registration no and Financial Information, Affidavit, Undertaking etc. as per given format.
- 3.7 The Security Agency must have total turnover of Rs.1.5 Cr (Rupees One Crore and fifty Lakhs only) cumulatively during the last preceding three years. All Security Agency should submit copies of audited statement of accounts for the last three years along with the tender documents. In case of exemption from the requirement of audit of statement of accounts, necessary certificate should be provided.
- 3.8 Solvency Certificate for an amount not less than Rs.30,00,000 (Rupees Thirty Lakhs only) issued by a scheduled bank within the last six months (Annexure - V)
- 3.9 The Security Agency must submit copy of acknowledgement of Income Tax return for last three years.
- 3.10 The Security Agency must submit audited balance sheets of last three years.
- 3.11 The Security Agency should be able to deploy fit and healthy persons, whose age should not be more than 55 years. No over aged security personnel will be eligible for performing duty at academic complex and Staff quarters of NITTTR Chennai.
- 3.12 The trained security personal for duty must be conversant in handling standard firefighting equipment.
- 3.13 A Technical Committee from NITTTR, Chennai, may visit the zonal or regional headquarters offices during the process of short listing of agencies to ascertain their facilities and man power management.
- 3.14 As per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Security Agency have to submit Bid Security Declaration Form along with Bid document in lieu of EMD

4. INSTRUCTIONS TO SECURITY AGENCY

- 4.1 Sealed tenders are invited by The Director, NITTTR Chennai under "Two Bid System" from Security Agencies for providing Security Guards and ASO to the NITTTR Chennai. Interested and eligible Security Agencies are requested to upload the relevant documents containing Technical Bid and Price Bid on or before the tender submission deadline in Gem portal.
- 4.2 The Security Agency should quote Service Charge in percentage (% - up to two decimal only). Financial /price Bids received with service charges less than or equal to 0 % (zero percent) will be treated as **UNRESPONSIVE BIDS** and shall be rejected. The Security Agency have to quote only service charge rate and the financial Assessment shall be made on basis of rate of service charge only. Service charges quoted will be applicable on wage only, exclusive of all other taxes etc. In case service charges quoted by two or more agencies are same, L1 will be decided by highest total turnover for the last three financial years (2018-19, 2019-20 & 2020-21) submitted by the Security Agency in separate sheet (Annexure VI) duly certified by Chartered Accountant.
- 4.3 ASO/Security Guards must have a weekly off day in a 07 days week (means service days shall be 06 days in a week). His replacement shall be the responsibility of the Security Agency.
- 4.4 The addendum/corrigendum if any shall be published on NITTTR Chennai, website i.e. www.nitttrc.ac.in. The Security Agency are requested to submit the bids after issue of clarifications duly considering the changes made if any. Security Agency are totally responsible for incorporating/complying with the changes/ amendments issued if any in their bid.
- 4.5 The Security Agency shall give an undertaking (Annexure II) that he will comply with all conditions in the tender documents. For this purpose, the tender documents shall be completed in all respects and duly signed and stamped on each page by an authorised representative of the Security Agency.

- 4.6 **Double Cover Bid Tender:** Security Agency are required to submit their Technical and Price Bid separately to be uploaded in GeM Portal.

Envelope I: Should be superscripted with the name of the work and the words “Technical Bid” and should contain:-

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

Envelope 2: Should be superscripted with the name of the work and the words “Price Bid”. It should contain only the “Price Bid” as per **Annexure IX**. The Security Agency shall quote his rate both in figures and in words.

- 4.7 NITTTR Chennai will not be responsible for any delay in submission of documents in GeM Portal.
- 4.8 NITTTR Chennai, in its sole discretion, may extend the tender due date by issuing a corrigendum in the website.
- 4.9 The Technical Bids will be opened by the tender committee.
- 4.10 The offer will remain valid for a period of 90 days from the date of opening of Price Bid. If required, the validity shall be extended for further period by mutual consent.
- 4.11 The Tender Documents should be typewritten / computerized. No overwriting or correction is allowed. The tender documents are non-transferable.
- 4.12 The Security Agency are advised not to attach superfluous/additional information beyond the requirements of the Bid. No information will be entertained after technical bid is submitted, unless it is called for by NITTTR Chennai.
- 4.13 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 4.14 The Security Agency should comply with all terms and condition mentioned in the tender document and no relaxation will be entertained.
- 4.15 NITTTR Chennai reserves the right to choose, accept or reject any or all requests/offers, in full or part, at any stage, reduces or increase the number of personnel without assigning any reasons therefor. The quantity/number of personnel shown in the document is only indicative and for tender evaluation only.

5. GENERAL TERMS & CONDITIONS

- 5.1 **Duration of Contract :** Contract is initially for a trial period of **THREE MONTHS** which is likely to be extended for further period of **NINE MONTHS in the first instance , and a second extension of twelve months (total period = 24 months)**. The contract may be renewed thereafter at the discretion of NITTTR on terms and conditions to be mutually agreed upon.
- 5.2 **Earnest Money Deposit (EMD):** Per the GOI OM No.F.9/4/2020-PPD dated 12.11.2020, the Security Agency have to submit Bid Security Declaration Form Annexure VIII should be kept in Bid document in lieu of EMD.
- 5.3 **Price:** The Security Agency should quote their service charge which is inclusive of all as specified in the prescribed format (**Annexure – IX**). The total amount must be legible, written in computer or type written both in words and figures.

5.4 **Minimum Wages:**

The Security Agency shall make the payment of wages to his employees on or before 07th of every month, irrespective of the fact, whether the amount due from NITTTR Chennai, has been received by the Security Agency or not. Further, any amount not paid to any workman, for any reason whatsoever, by the Security Agency, which was paid by NITTTR Chennai, earlier based on attendance, would be recovered in the subsequent bills of the Security Agency. The Security Agency shall maintain a register recording the amount and date of payment made to each employee for inspection by the Government Authority. Payment of Wages to the Contract Workmen shall be made through Bank Remittance by giving them ATM Debit Cards except for contract workmen attending duties as leave vacancy / temporary replacements. Signatures of Contract Workmen have to be obtained in Wage Register as a token of receipt of wages by the contract workmen and a copy of the Wage Register Extract and copy of Proof of Bank Remittance have to be submitted along with Invoice every month for processing of Invoice.

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

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

5.6 **Basic Pay & Dearness Allowance:**

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

Sl.No.	Category	Basic Wages (Rs)	VDA (Rs)	Total (Rs)
1.	Assistant Security Officer (ASO)	693	160	853
2.	Security Guards	637	147	784

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

5.7 **Bonus:**

The Security Agency shall make Bonus payment to their workmen at 8.33% of the salary or wage earned by the employee, as per the Payment of Bonus Act within one month from the close of the first year of contract and within one month after the closure of the contract. The Security Agency shall furnish the list of workmen engaged by them during the preceding one year, with month-wise Attendance particulars to NITTTR, Chennai. Out of this list, NITTTR, Chennai will confirm the persons eligible for bonus. On receipt of confirmation, the Security Agency shall make payment of Bonus to their workmen through Bank remittance. The proof of such payment shall be submitted to NITTTR, Chennai within fifteen days from the disbursement of bonus, for arranging reimbursement to the Security Agency. If bonus is not paid by the Security Agency to his workmen within the time indicated above for the 1st year of contract, the invoice of the Security Agency for subsequent month/s will not be processed for payment. Similarly, if bonus is not paid by the Security Agency to his workmen within the time indicated above for the 2nd year of contract, the invoice of the Security Agency for the last month of contract will not be processed for payment. Reimbursement will be as per the Payment of Bonus Act and on verifying with the Security Register for attendance and signatures of the workmen. If the payment is made by the

Security Agency for Bonus without taking confirmation from NITTTR, Chennai on the eligibility/ money to be paid, the same will not be reimbursed by NITTTR, Chennai.

5.8 Agreement:

The work should be taken up within 15 (fifteen) days from the date of issue of work order. The successful Security Agency shall execute an Agreement with NITTTR Chennai on Non Judicial Stamp Paper of appropriate value before the commencement of work.

5.9 Security Deposit:

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

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

5.11 Amendment of Tender Documents:

At any time prior to the last date for submission of tenders, NITTTR Chennai may, for any reason, modify the tender document. Such modification will be hosted in the website.

5.12 Conditional bid:

Conditional bids are liable to rejection summarily.

5.13 Compliance with Laws:

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

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

5.15 Delay in downloading:

NITTTR Chennai shall not be responsible in any way for any delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatsoever.

5.16 Correctness of downloaded bid:

Security Agency will be solely responsible for the correctness/genuineness of the downloaded tender documents from the website. If the offer submitted through the downloaded tender documents is incomplete or with changed contents, the same will be summarily rejected.

5.17 The invoice to be submitted by the Security Agency every month shall have the following annexures :

5.18A copy of **Employee Register** [Form A (Rule 2(1)) of the Contract Labour(Central) Rules 1971 has to be submitted containing the details like Name of Establishment, Name of the Owner, LIN No., Employee Code, Name,Surname, Gender etc.

5.19 A copy of **Wage Register** [Form B] of The Contract Labour (Central) Rules1971 has to be submitted containing the details of payment to workmen dulysigned by workmen with details of Rate of Minimum Wages and since thedate, Name of the Establishment, Name of the Owner, LIN No., Wage periodFrom and To period, Name of the Workmen, Rate of Wage, No. of daysworked etc. PF & ESI Challan copy with endorsement by the Security Agency dulysigned, declaring that the remittances pertain to the workmen deployed inNITTTTR.

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

5.21 Payment of wages to workmen:

The Security Agency shall submit BankStatement containing the following details in respect of all the workmenemployed by him for NITTTTR, Chennai, duly certified by the Banker with theirofficial seal/stamp and date of certification.Emp. Code/ Staff No, Employee Name, Account No, IFSC Code, Name ofBank, Amount. In addition, the Security Agency shall also submit proof of bulkremittance to the Bank in respect of wages of the workmen.

5.22 PF Remittances:

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

5.23 ESI Remittances:

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

5.24 Details of date wise deployment of contract workmen and their attendanceduly attested by Department. Billing month would be calendar month.Consolidated statement of workman wise attendance shall be furnished by theSecurity Agency.

5.25 Payment Terms:

Payment to Security Agencywill be made within 20 days throughcheque/ECS/NEFT/RTGS after receipt of invoice/bills. However, any increase/decrease in total payment will be given effect to if revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to NITTTTR Chennai. No advance payments will be made and approved by NITTTTR, Chennai.

5.26 Income Tax:

Income- Tax (TDS) at the prevailing rate under Sec.194C of IT Act (Presently 2%) and GST – TDS or as framed by the Government of India from time to time will be deducted from the monthly bill of the Security Agency.

- 5.27 **Acceptance of bids & withdrawals:** The right of final acceptance of the tender is entirely vested with the Director, NITTTR Chennai who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITTTR Chennai to communicate with rejected Security Agency. After acceptance of the tender, the Security Agency shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.
- 5.28 **Alterations/Modifications:** The NITTTR Chennai reserves the right to make alterations in the number of personnel deployed as per actual requirement. The Security Agency shall deploy such personnel also at the rate as agreed to in the Work Order.
- 5.29 **Performance of Security Agency:** In case, Security Agency fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, NITTTR Chennai reserves the right to impose penalty as deemed fit.
- 5.30 Any act on the part of the Security Agency to influence anybody in the NITTTR Chennai is liable for rejection of his tender.
- 5.31 The Security Agency will indemnify NITTTR Chennai from any claim/statutory non-compliance/damage/compensation etc. arising out of this contract.
- 5.32 The Security Agency shall not engage any sub-agency or transfer the contract to any other person in any manner.
- 5.33 The Security Agency shall provide the required number of workmen every day. If the actual attendance of workmen is less than the required quantum, then, a penalty, at the rate of Rs 300/- (Rupees Three Hundred only) per person, per day, shall be recovered from the contractor. Mobilization of manpower by engaging the security guards on overtime duty is not a healthy practice and therefore will not be considered for the purpose of getting exemption from 'penalty' as indicated above.
- 5.34 All liabilities arising out of accident, death, loss or damage of limbs on anybody part while on duty shall be borne by the Security Agency.
- 5.35 Any case of theft, loss or damage to the property of NITTTR Chennai on account of malfeasance, negligence, connivance or any other misdemeanour on the part of the Security Agency/Security Personnel if so established prime facie by NITTTR Chennai Authorities, the Security Agency shall have to make good the loss to NITTTR Chennai.
- 5.36 **Penalty for Theft:** In case of theft or loss of NITTTR Campus /Staff Quarter's property, the report shall be submitted to the OSD /Admin within 24 hours of Occurrence of the incident. In case of any theft, a notional penalty of Rs.1000/- for dwelling NITTTR, Chennai property will be levied on the Security Agency. NOTE: The scope of work is only indicative of the probable nature of the work and the entire scope of work is not limited to the information furnished above.
- 5.37 The Security Agency and its staff shall take proper and reasonable precautions to prevent from loss, destruction, waste or misuse the areas of responsibility given to them by NITTTR Chennai and shall not knowingly lend to any person or any of the effects of the NITTTR Chennai under its control. In case, any damage is caused to NITTTR Chennai's property by Security Agency or his deployed person, the Security Agency shall be liable to reimburse the entire cost of such damage to NITTTR Chennai, failing which Security Deposit will be adjusted and balance (if any) will be deducted from the running bill of the Security Agency.
- 5.38 The Security Personnel deployed should have reasonable knowledge in spoken and written Tamil and English.

- 5.39 NITTTTR Chennai shall not be under any obligation for providing employment to any of the worker of the Security Agency after the expiry of the contract. The NITTTTR Chennai does not recognize any employee employer relationship with any of the workers of the Security Agency.
- 5.40 The Contract may be terminated/short closed by giving not less than **THREE**months notice by either side.
- 5.41 If any dispute arises regarding payment of wages and other statutory dues to the workmen deployed at NITTTTR Chennai,NITTTTR will not be held responsible for that under any circumstances. All Security Agency must take these into account at the time of bidding.
- 5.42 The Security Agency shall be bound to submit any statutory document on demand by the competent authority of NITTTTR Chennai.
- 5.43 The Security Agency shall maintain all records about the statutory compliance as per the Government of Tamil Nadu/ Govt. of India rules and regulations at their premises. NITTTTR Chennai will have the right to verify each and every document.

6 ARBITRATION:

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

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE SECURITY AGENCY FOR SUBMITTING TENDER FOR PROVIDING OF SECURITY SERVICES.

Sl.No.	Description	Page No
1.	Name of the Organization/Firm, location of office with complete address with Telephone /Fax nos and email address	
2	The Security Agency should possess Certificate of Registration with registrar of companies under Companies Act, and / or Shops & Establishment Act (As per Eligibility conditions at clause 3.1).	
3	The Security Agency should have Head Quarters or zonal or regional office at Tamil Nadu preferably in Chennai	
4	The Security Agency's empanelment with the Office of the Director General of Resettlement is desirable. The Security Agency should possess license from the appropriate authority under the Private Security Agencies (Regulation) Act, 2005	
5	Experience in performance of similar nature of contracts continuously for last preceding five years ending 31.03.2021 in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions	
6	The Security Agency must have carried out at least in any one of the following during preceding three years : a. One similar completed work in security services costing not less than the amount equal to 80% of the estimated cost. b. Two similar completed works in security services each costing not less than the amount equal to 60% of the estimated cost. c. Three similar completed works each in security services costing not less than the amount equal to 40% of the estimated cost.	
7	All Security Agency should submit along with their tender, copies of the valid license no. under Contract Labour (R & A) Act, a. PAN Card, b. PF Registration Certificate, c. ESI Registration Certificate, d. GST Registration no. e. Financial Information, f. Affidavit as per given format. g. Declaration as per given format.	
8	The Security Agency must have a total turnover of Rs.1.5 Crores cumulatively during the last preceding three years. All Security Agency should submit copies of audited statement of accounts for the last three years.	
9	Solvency Certificate of an amount not less than Rs.30 Lakh issued by a scheduled bank within the last six months(Annexure - V)	
10	The Security Agency must submit copy of acknowledgement of Income Tax return for last three years	
11	A copy of audited Balance sheets of last three years	
12	Bid Security Declaration Form(Annexure-VIII)	
13	Any other information / relevant certificates	

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

Signature of Security Agency with date and Seal

ANNEXURE - II

DECLARATION

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

Signature of Security Agency with date and Seal

Date: -----

Full Name : -----

Place: -----

Company Seal : -----

AFFIDAVIT

I/ We _____ (Name) Agency/ Partner / Sole Proprietor (strike out word which is not applicable) of the (Firm)

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

DEPONENT

Address:

Verification:

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

DEPONENT

Place:

Dated:

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

Signature of Security Agency with date and Seal

ANNEXURE -IV

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

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

Signature of Security Agency with date and Seal

Solvency Certificate

[Format for Solvency Certificate]

To

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

Solvency Certificate

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

(Solvency amount) Only as on (date of certificate)

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer.

Yours faithfully,

For..... Bank

Bank Officer with designation

Signature of Security Agency with date and Seal

FINANCIAL INFORMATION**I. Financial Analysis**

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

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

1. Solvency certificate of Rs. 30 Lakhs from Bankers of Applicant.
2. Income Tax Returns.
3. Audited Accounts of the Company for last three years.
4. Income Tax PAN Details.
5. GST No.

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

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

Note: This certificate is mandatory.

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ANNEXURE - VII

Requirement of Security Personnel

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

The above Requirement may be changed subject to necessity.

Qualification & Experience:

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

Note:

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

Bid Security Declaration Form

Tender No. _____

Date: _____

The Director,
NITTTR,
Taramani,
Chennai-600 113

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if

I am /We are in a breach of any obligation under the bid conditions, because I/We

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

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

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

Signature of Security Agency with date and Seal

Note:

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

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

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

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

Tender No: NITTTR/ADMN/ENQ /Security/2021-22Date: 07.07.2021

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

Sl.No.	DESCRIPTION	Revised rates w.e.f. 1 st April 2021	
		ASO	Security Guards
1.	Basic wages plus VDA (per month)	22,178 (853*26)	20,384 (784*26)
2.	1/6 wage for leave reserve	3,696	3,397
3.	Wage for 3 National Holidays per year	(853*3/12)213.25	(784*3/12)196.00
4.	TOTAL WAGES(per month)	26,087.25	23,977.00
5.	ESI @ 3.25% of Basic plus VDA (Capped @ Rs. 21,000)	682.50	682.50
6.	EPF @ 13% of Basic plus VDA (capped @ Rs. 15,000)	1,950	1,950
7.	TOTAL(per month)	28,719.75	26,609.5
8.	Bonus @8.33% Total wages subject to ceiling of Rs.7000 .00 per year	583.10	583.10
9.	Service Charges @ _____% on Total Wages (Row No.4)		
	GRAND TOTAL		

Note:

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

Signature of Security Agency with date and Seal