



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

Tender Document for Providing Security Services

Reference No.	AIHS&HE/PRO/Security/2023-24
Date of issue of Tender	14.03.2023
Last date for receipt of Tender Document	28.03.2023
Time and date for opening of the Tender (technical bid)	28.03.2023 @ 3.00 pm
Place of opening of the Tender	Avinashilingam Institute for Home Science & Higher Education for Women, Bharathi Park Road, Near Forest College Campus, Coimbatore, Tamil Nadu 641043.
Address for communication	The Registrar, Avinashilingam Institute for Home Science & Higher Education for Women, Bharathi Park Road, Near Forest College Campus, Coimbatore, Tamil Nadu 641043.

S. Koushalya

REGISTRAR

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd u/s 3 of UGC Act 1956)
Coimbatore - 641 043.



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

Tender Document for providing Security Services

The sealed tenders are invited from reputed and eligible agencies/bidders under "Two-bid" system-Technical Bid (un-priced) and Financial Bid (priced) to provide manpower for Security Services to the Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore on contract basis on the following sites:

- i. Main Campus of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043
- ii. School of Engineering /Second Campus at Sri Avinashilingam Ayya Nagar, Varapalayam, Thadagam (PO), Coimbatore - 641108.

The bidder along with tender document has to submit EMD of Rs.50,000/- (Rupees Fifty Thousand only) through demand draft in favour of Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

Tender Document complete in all respects may be submitted in a sealed envelope and should reach not later than **3.00 PM on 28.03.2023**. **The tenders received after the stipulated time and date, tenders without Earnest Money Deposit (EMD), conditional tenders, or incomplete tenders will be rejected.** The Institute reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the Institute before rendering its services to the Institute (Annexure-III).

Note:

Detailed information of the Tender Document can be downloaded from the Institute website www.avinuty.ac.in.

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- i. **ENVELOPE NO. 1:** Should contain (i) covering letter (ii) Technical Bid (**Annexure- I**) duly signed and stamped and (iii) Requisite EMD.(iv) Email address of bidder/vendor on the outer portion of the envelope.
- ii. **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and super-scribed as "Financial Bid (**Annexure -II**)
- iii. **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to the **Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore -641043**. and should clearly mention "Tender for providing Security Services", **Reference No. AIHS&HE / PRO / Security/ 2023-24/ dated 14.03.2023**. The inner envelopes should also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required. The Institute will bear no responsibility for the bids misplaced or premature opening. All Tenders should be made in English and should be written in both figures and words.

Any subsequent amendment modifications/Corrigendum, if any, will be uploaded only on the website.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the tender exercise.

ELIGIBILITY CRITERIA:

Technical bid envelop should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing Security Services.
2. The Bidder shall have experience of providing Security Services for at least 5 years ending March, 2023.
3. Financial Turnover during the last 3 years ending 31st March 2023 should be at least Rs.10 lakh per year.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder).
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - a. EPF Registration
 - b. ESI Registration
 - c. Service Tax Registration
 - d. Valid License, issued by Regional Labour Commissioner, Govt. of India.
 - e. Proof of PAN issued by the Income Tax Department
 - f. Proof of GST registration by the Competent Authority
 - g. Service Tax Registration Proof.
 - h. Satisfactory Performance certificate from at least three organizations where the contractor has supplied a group or more than 10 persons at a time for Security during the last 3 years.

Note: Proof in support may be enclosed for above eligibility criteria.

1. The Tenderers/Bidders shall acquaint himself fully with AIHS&HE site conditions and the working environment before quoting **the rates and security requirements. The plan for security will be presented to a Committee which opens the technical bids.** He is advised to do a complete survey at his own of the sites before offering rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
2. That the technical bid shall be opened first and only the eligible tenderers selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee. Before opening of their financial bids, the eligible bidders would give a brief presentation to the committee.
3. In the event of the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.

4. All the pages of the Tender document should be signed by the owner of the firm or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
5. The successful bidder will be required to keep the EMD amount towards Security Deposit till the contract period is completed for which no interest will be paid. The EMD/Security Deposit amount will be returned to the contractor after satisfactory completion of the contract period.
6. The tender for the works shall remain open for acceptance for a period of 30 days from the date of opening of tenders. The earnest money will be forfeited in case of contractor withdraws his bid during the validity period.
7. The Bid security (EMD) shall be returned to the unsuccessful bidders after
8. finalization of contract without any interest.
9. All offers should be typewritten or written neatly in the legible ink and submitted in duplicate. All corrections must be signed by the bidders.
10. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words. Any omission to fill the rates and units shall altogether debar the quote from being considered.
11. In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by AIHS&HE shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
12. The tender document is not transferable under any circumstances.
13. Any changes w.r.t. this tender will be notified through website only.
14. All costs incurred in connection with submission of bids like preparation, submission any personal visits for seeing the location, submitting the bids personally, subsequent processing etc. shall be borne by the bidder. AIHS&HE will not be responsible/liable for the same regardless of the outcome of the tendering process.
15. AIHS&HE reserves the right to accept or reject any or all the tenders without assigning any reason

Read and accepted
(Signature and Stamp of the Bidder)

DETAILED TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per Annexure-I.
2. AIHS&HE requires Security personnel and Supervisors. This manpower is to be provided for two shifts of 12 (twelve) hours each a day and 7 (seven) days a week.
3. Additional manpower, if any required, will be supplied by the contractor on the same terms and conditions, and the number of personnel required may change.
4. The payment of details to be provided as per the format attached as Annexure.
5. The number of paid holidays (leave entitlement) of the staff will be three in a year, the amount be calculated and filled in Annexure -II.
6. **The bidder shall deposit earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in the shape of Account Payee Bank Demand Draft or F.D.R duly pledged in favour of 'The Registrar, AIHS&HE, Coimbatore'.**
7. The successful bidder will be required to keep the EMD amount towards Security Deposit till the contract period is completed for which no interest will be paid. The EMD/Security Deposit amount will be returned to the contractor after satisfactory completion of the contract period.
8. The contractor will provide Security Services employing Security Guards. The manpower will be screened by the Institute. The staff employed by the contractor will always wear uniforms and carry their identity cards with them for verification while working on the Campus.
9. The supervisor deployed by the Contractor is supposed to be present on the AIHS&HE Campus during working hours. He will give daily progress report to the designated officer of the Institute or his authorised nominee.
10. The intimation is given to the designated officer by quickest means so as to prevent any trespassing, encroachment, loss, theft, fire, or any abnormal incidents.
11. The Security personnel employed shall have trained in Fire Fighting, First Aid and natural calamities.
12. That the Security personnel shall ensure no baggage or unit property leaves the premises without a valid authorization. In case of default or any other damages as a result of unauthorized movement, the Contractor is to make good the losses or damages.

13. That the Contractor will be responsible for the discipline, loyalty and good conduct of all their Security Guards. And will ensure that their personnel do not join any union.
14. That in the event of a theft, fire, accident or untoward incident or such mishaps, the Customer will lodge relevant FIR with the police authorities and the Contractor will follow it up. The Contractor will also conduct its own investigation on the matter and submit a report. The Customer after investigation may fix a percentage, if the loss is to be adjusted from the payment due to the Contractor in case of negligence, connivance or direct involvement of any personnel employed by the Contractor to cause theft, damage, to guarded area.
15. AIHS&HE shall have the right to replace any person without assigning any reason whatsoever and the substitute shall have to be provided by the contractor immediately.
16. The weekly targets will be assigned by designated officer of the Institute or his nominee and payment of the preferred bills shall be released on monthly basis after fulfilment of the targets to the satisfaction of the concerned authorities within 14 days from the submission of the bill.
17. The staff to be provided by the Agency should be physically fit for performing security duties and shall not be above 55 years of age. Age proof certificates are to be submitted.
18. The contractor shall deploy only Indian nationals with the knowledge of local language. All the persons to be provided should have good moral character and antecedent verification should be got done from the concerned authority by the Contractor and made available to AIHS&HE. No criminal case be pending against any of the persons employed by the Contractor. The minimum educational qualification shall be 10th pass.
19. The details of the persons deployed by the contractor with name, bio-data and copies of the character antecedents verification and latest photographs of all the persons shall be supplied to the Institute office for record within s (five) days of the issue of the offer letter. The Contractor will have to start the work within 5 (five) days of submission of the required documents.
20. The Designated Officer or his nominee shall be at liberty to check any time the deployment of persons by the Contractor and in case of default the Designated Officer of the AIHS&HE shall deduct the wages of absentee personnel from monthly payment due to the contractor and impose penalty as deemed fit by him. The penalty can be upto Rs. 500/- per day per absentee. The decision of the Vice Chancellor shall be final in this regard.

21. The Contractor shall be liable for full fidelity of the personnel to be provided and in case any Pilferage /damage /theft /shortage is caused to the property of the Institute due to the carelessness of the persons deployed by the contractor, the value as assessed by the Designated Officer shall be recovered from the payment due to the Contractor under the contract. If some amount is still found recoverable, the contractor shall deposit the same within 15days from service of notice by the Institute.
22. The contractor shall not pay to the persons engaged by him less than the minimum wages as approved under Minimum Wages Act.
23. The AIHS&HE will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, payment of Gratuity Act, 1948 and Employee's provident Fund and Miscellaneous Provisions, Act 1952 or any other statutory liability shall be made by the contractor and challans /receipts must be enclosed with the monthly bill. The contractor shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the contractor in separate challan in respect of manpower deployed by him. The certified copy of challans must be submitted with the bill of following month.
24. The safety of the property of AIHS&HE will also be the Contractor's responsibilities
25. The Contractor shall be paid against monthly bills to be submitted by him at the settled rates and payment will be released to the Contractor within a week from the date of submission of the bill.
26. The Contractor must ensure the payment to staff by 7th of each month from his own resources. The payment must be made in the presence of the designated Officer authorized by AIHS&HE.
27. TDS and other taxes as applicable will be deducted from contractor's bill as per Govt. Instructions from time to time.
28. The Service tax (if claimed by the Bidder) will be reimbursed only after the submission of proof of payment of Service Tax.
29. The contract will be valid for a period of one year and can be extended if agreed to by both the parties.

30. (i) A tenderer shall have the right to be heard in case if it is felt that his/her tender has been rejected wrongly.
(ii) The tenderer may send written representation, which may be examined by an officer to be designated by the Vice-Chancellor.
(iii) The tenderer could make such a representation within one month from the date of placement of contract and the said representation shall be decided/replied to within one month from the date of its receipt.

31. **Warning Clause:** In case any complaint is received from users, the following penalty will be imposed in addition to deduction of amount equivalent to deficiency in manpower deployed/material supplied:-

- | | | |
|-----|--------------------------|--|
| (a) | First Complaint | Verbal Warning |
| (b) | Second & Third Complaint | Written Warning/Show case notice |
| (c) | Fourth & Firth Complaint | Deduction of ¼ amount of the monthly bill |
| (d) | Sixth Complaint | Issue of show case notice for termination of contract and Security Deposit will be forfeited |

32. Termination:

The Contract may be terminated by giving one month notice, in case the agency:

- (a) Assigns or sub-contracts any of this service.
(b) Violation/contravention of any of the terms and conditions mentioned herein.
(c) Does not improve the performance of the services in spite of the instructions.
(d) Any violation of instruction/agreement or suppression of facts.
(c) Contractor being declared insolvent by competent court of law.

On termination of the contract, it shall be the responsibility of the agency to remove his men and materials within two days or date specified by AIHS&HE. AIHS&HE shall not indemnify any loss caused to the agency by such terminations, whatsoever it may be.

During the notice period for termination of the contract in the situation contemplated above, the contractor shall keep on discharging his duties till the expiry of notice period.

33. **Penalty:** In case of pre- mature termination of the contract due to any of the clauses of Termination, the security amount shall be forfeited.

34. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by Sole Arbitrator to be appointed by AIHS&HE.

35. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Coimbatore

REGISTRAR

**Read and accepted
(Signature & Stamp of the Bidder)**

DECLARATION BY THE TENDERER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions

Date:

Signature:

Name:

Designation:

On behalf of: (Company Seal)



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

Annexure-I

Proforma for Technical Bid for Security Service

Payment Details	
DD No	_____
DD Amount	_____
Bank Name/Branch	_____

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents

1. Name of Firm/ Agency:
2. Registered address:
3. Telephone No. (Landline):
4. Fax No:
5. Mobile No:
6. Email Address:
7. Name & Address of Branch, if any:
8. Type of Organization:
(whether sole proprietorship/partnership/
Private Limited for Cooperative body etc. attach proof)
9. Name of Proprietor/Partners/Directors
of the Organization/Firm:

S.No	Documentary Proof of	Attached (Yes/No)	Page Appendix No (If attached)
1	Proof of incorporation/inception of the Agency		
2	Registration for manpower supply/Licence to act as Private Security Agency		
3	PF Registration Proof		
4	ESI Registration Proof		
5	PAN Number		
6	Income Tax Return for the last 3 years		
7	Service Tax Registration Proof		
8	Proof of Registration with the Labour Commissioner		
9	Satisfactory Performance certificate from at least three organizations where the contractor has supplied a group of more than 10 persons at a time for Security during the last 3 years		
10	Any other relevant information		

Name and signature
of the authorized person of the firm along with seal



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

Annexure II

Proforma for Scheduled Rates for Security Services

S.No	Payment Details	Security Guard (per month rate in Rs.)	Supervisor (per month rate in Rs.)
1.	Manpower (No.)		
2.	Basic rates (Minimum Wages)		
3.	Weekly rest pay		
4.	Provident Fund @		
5.	ESI @		
6.	Leave entitlement		
7.	Total (2 to 6)		
8.	% Service Charges		
9.	Amount of service charges		
10.	Total (7 to 9)		
11.	Service Tax @ 18 % on Col. No. 10		
12.	Any other charges		
13.	Total payable (10 to 12) per month (in figure)		
14.	Total payable (10 to 12) per month (in words)		

**Name and signature of the authorized person
of the firm along with seal**

(On Rs.100/- Non-Judicial Stamp Paper) CONTRACT
AGREEMENT

(To be signed by the finalized bidder, before rendering services to the Institute, on a non- judicial stamp paper of Rs. 100/-)

1. This agreement is made on (date) between Avinashilingam Institute for Home Science and Higher Education for Women (Hereinafter called AIHS&HE which expression shall unless excluded by repugnant to context, include his successors and assignees) and (Hereinafter called the Contractor which expression shall unless excluded by or repugnant to context, include his successors and assignees) on the other part. The agreement shall remain valid from.....to.....
2. Whereas AIHS&HE has invited tender for providing Security Services in the AIHS&HE Campuses.
3. AIHS&HE has approved the tender for the work at an amount of Rs._____ The work is to be carried out as per the direction of the designated officer.
4. The scope of services to be rendered under each item can be increased or decreased *as per requirement*, to be decided mutually between AIHS&HE and contractor and the monthly payable for that item will be increased or decreased as per the rate already approved.
5. The contract period shall be initially for **One year**, with effect from. to which can be extended on mutual consent of both the parties for the additional period. The following documents have been annexed as integral part of contract and initialled on behalf of parties hereto:
 - (a) Tender document.
 - (b) Price bid No.
 - (c) Letter No.
6. It shall be the sole responsibility of the contractor to ensure effective services and if there is any loss/shortage of any material to the institute during the course of their duties on account of dishonesty, theft, connivance or due to any cause other than natural calamity. The same shall be recovered from the agency
7. The contractor will take all steps as required under law in case of any loss or the contingency in consultation with the Institute.
8. The contractor has furnished a security of Rs.50000 (Rupees Fifty Thousand .only) in shape of "Deposit at Call" No..... Duly pledged and renewed upto in favour of Registrar, AIHS&HE, which shall carry no interest.
9. That in case of any dispute arising between the parties w.r.t. the contract, interpretation of the terms or any claim whatsoever, the Vice Chancellor, AIHS&HE, or any person appointed by him shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and Conciliation Act 1996 shall be applicable. The contractor shall have no objection to the Designated

Arbitrator or other appointed person as Arbitrator by him. The place of Arbitration proceedings shall be at Coimbatore.

10. All equipment / material etc. required for Security Services of the Institute Campuses will be provided by Contractor.

11. The contractor will not sub-let the contract of these services to any other agency or individual(s).

12. The contract amount of this work is as per the rate approved with services charges.

13. The contractor will be responsible for compliance of various statutory obligations like EPF, ESI, minimum wages act, workman compensation act and other laws enacted from time to time.

14. Contractor will submit photocopy of challans of deposits of EPF & ESI along with bill every month.

15. The contractor shall maintain absolute security with regard to all the matter that comes to his knowledge by virtue of its contract.

16. The responsibility for implementing the instructions/ guidelines for working on National holidays and Sundays would be of the contractor.

17. Since the personnel will be employees of the contractor, the AIHS&HE will not have any concern or relation with them either directly or indirectly all statutory obligation shall be discharged by the contractor and there shall be no liability of AIHS&HE in that respect.

18. Contractor will ensure that the staff is periodically changed to ensure better output and result.

19. It is clearly understood by both the parties that this agreement is a commercial agreement and not one for creating any employment.

20. Consolidated bill with the full details pertaining to the previous month will be submitted by the contractor by 3rd of next month and after due scrutiny AIHS&HE will make requisite payment to contractor by 7th of the same month of submission of the bill.

21. The workmen of the contractor shall have no privity of the contract with the company and there shall be no

master servant relationship between the AIHS&HE and the contractors workmen of any nature whatsoever.

22. Any loss due to negligence, if proved, of security staff will be compensated by the contractor.

23. The contractual amount payable to contractor every month would be reviewed as and when minimum wages rate revised by Government of Tamil Nadu.

24. The contractor shall comply with provisions of the contract labour (Regulation & Abolition) Act 1970, Contract Labour (Regulation & Abolition) Central Rules 1971.

25. Contractor or his representative will remain in constant touch with concerned official of AIHS&HE for better understanding and effective work.

26. All records, attendance registers and documents will be maintained and kept by the contractor.

27. The contractor will also submit an affidavit for committing minimum wages to the workers deployed by him/ them, abide by the Labour Act 1970 amended from time to time, contract labour Central rates 1971, workmen compensation Act, P.F. & Misc. Provision Act 1952 before the start of the work. Security deposit will be released once no-objection certificates are made available from all the statutory bodies relevant under the contract.

28. That the terms of tender which have not been mentioned in the contract shall also apply and form part of the contract for all the intents and purposes.

29. That the courts at Coimbatore alone shall have exclusive jurisdiction for all the legal purposes.

30. That in case of any loss being suffered by AIHS&HE or the violation of the terms and conditions of contract,

the AIHS&HE shall have right to deduct all claims against contractor from the security and AIHS&HE shall have right to forfeit and deduct the claim amount from the security amount partly or entirely as per the claim.

31. That in case if the contractor withdraws from the contract within the period of contract, the AIHS&HE shall forfeit the security amount without any refund.

In witness where of the parties here set their hand the day and year here in above written.

**Avinashilingam Institute for Home Science
and Higher Education for Women,
Coimbatore.**

(On Rs. 100/- Non-Judicial Stamp Paper)
AFFIDAVIT

.....gives the following undertaking and commitments to the AIHS&HE.

- a) Thatwill release the payment as per minimum wages act/ DC rates prevalent in the region (whichever is more) to its employees.
- b) That will follow the Central Labour Act, 1970, the Contract Labour Central Rules 1971, Workmen Compensation Act. Employees Provident Fund and Miscellaneous Provision Act 1952 or any other Act/Rule Statutes enacted by Govt. of India or Govt. of Tamil Nadu.
- c) That will follow all clauses as mentioned in the agreement between AIHS&HE & for provision of Security Services from.....,...for months.
- d) That shall abide by the terms and conditions of the agreement.

Certification

Certified that the contents of above affidavit are true and correct as per our knowledge and nothing has been concealed therein.