

Request for Tender (RFT)

(TWO BID SYSTEM)

Name of work. Providing security services for IITMRP during the years 2018-19 to 2020-21



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.



IIT Madras Research Park.
No.1FA, First Floor, Kanagam road, Taramani Chennai – 600113.

NOTICE INVITING TENDER.

Tender No.IITMRP/security/2

dated 01-05-2018

The IIT Madras Research park Chennai 600113 invites item rate tenders in Two Bid system (Technical and Cost Bids) for the following work from reputed contractors who have met the eligibility criteria as stipulated in the tender document. The eligibility criteria and other details are available in the tender document available in the website www.respark.iitm.ac.in. The last date of receipt of bids is 18-05-2018

Name of Work: **Providing security services for IITMRP during the years 2018-19 to 2020-21**

Chief operating officer.
IITM Research Park.



DISCLAIMER

This document has been prepared by IIT Madras Research Park, Chennai – 600113 (IITMRP). The information is provided to prospective Bidders, who are interested to Bid for **Providing security services for IITMRP during the years 2018-19 to 2020-21**

Also the information is provided to bidder on the terms of conditions set out in this document and any other terms and conditions subject to which information is provided.

This document is not an agreement, is not an offer or invitation to any other party. The purpose of this document is to provide interested parties with information to assist the formulation of their bid. The information is not intended to be exhaustive. Bidders are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information in this document.

The information is provided on the basis that it is non-binding on IITMRP, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

IITMRP reserves the right not to proceed with the project or to change the configuration of the project, to alter the timetable reflected in this document or to change the process or procedure to be applied.

While due care has been taken in the preparation of information contained herein and believe it to be accurate, neither IITMRP nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

No reimbursement of cost of any type will be paid to persons or entities submitting their bid.

SECTION – I

NOTICE INVITING TENDERS.

1. Sealed Item rate Tenders in two Bid system (Cost Bid and technical Bid) are invited from reputed contractors for the following work:

Name of work: **Providing security services for IITMRP during the years 2018-19 to 2020-21**

1.1 Tender Details:

Estimated cost put to tender	Rs.1,50,00,000. Per year
Time allowed for completion of work	36 Months.
Pre bid meeting (Date, time and venue)	14-05-18 1500 Hrs IITMRP OFFICE
Last date & Time of submission of Tender	18-05-2018 1500 Hrs
Address for submission of Bid	Chief Operating Officer IITMRP, No 1FA, First floor, Kanagam Road, Chennai - 600113

- 1.2. Applicants who fulfill the following minimum eligibility criteria, with the following “Factors to be considered” (indicated at B) shall be eligible to apply:

- i) The applicant(s) may be individual or firm.
- ii) The firm shall have minimum 3 years of experience.
- iii) The contractor shall have enlistment in the appropriate class commensurate to the value of work as prescribed by the concerned Registering Authorities of central/State/ public sector undertaking of state or central Governments/ central Government Autonomous Institutions.
- iv) The contractors who have successfully completed
 - a) one similar work costing not less than 80 % or
 - b) Two similar works costing not less than 60% or
 - c) Three similar works costing not less than 40%

Of the estimated cost put to tender during last 7 years ending one month prior to the date of tender. Out of these work at least one work should have been done in Central Govt./state government/Central autonomous bodies/Central public sector undertaking

“Cost of work” for this clause shall mean the cost for the entire gamut of services carried out under a single contract including the cost of materials, if any, supplied by clients. However, the cost of materials issued free of cost shall not be considered for calculating the cost of work. In respect of works carried out for private persons, firms etc in addition to completion certificates, the TDS certificates issued for those works should be submitted.

B) Factors to be considered to assess similar nature of work.

The similar nature of work shall have the meaning for the works carried out in the Security services for similar facilities with wages covered under Shops and establishments.

SECTION II

INSTRUCTION TO BIDDERS

1. VALIDITY OF THE TENDER

- 1.1. The Tender shall be valid for a period of 90 days from the date of opening of technical bid.
- 1.2. Extension of Tender validity, if any shall be decided by IITMRP.
- 1.3. Prior to the expiry of the original Tender, IITMRP may request bidders to extend the bid validity period for a specified additional period.

2. PERFORMANCE SECURITY:

The successful applicant shall furnish to IITMRP a security in the form of a **Bank Guarantee @ 5% of the accepted value of the Tender** from a scheduled Commercial bank based in India in the format given in Form-B, valid for a period of (36+2) 38 months from the date of start of work which includes, 2 months defect liability period. The Performance Security shall be furnished within the time limit specified.

The performance guarantee should be submitted immediately after issue of letter of award but not later than 10 days of issue of letter of award.

Failure of the successful applicant to submit the required Performance Security by due date, shall constitute sufficient grounds for the annulment of the award of contract.

3. POINTS TO BE NOTED

- 3.1. The bidder shall submit a power of attorney authorizing the signatory / (ies) to submit the tender / bid.
- 3.2. The authorized signatory of the bidder shall sign on each page of the tender / bid.
- 3.3. Cancellation or change of document such as power of attorney, partnership deed, constitution of firm etc which may have bearing on the tender/bid shall be communicated forthwith writing by the tenderer / bidder to IITMRP.
- 3.4 The tender documents can be downloaded from the Institute website www.respark.iitm.ac.in.
- 3.5. Any change/modification in this tender document as submitted by the applicant shall be liable for rejection.
- 3.6. The application shall be submitted only as per the enclosed format(s). Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.
- 3.7. The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this tender document. It is therefore essential that all the details are submitted by the applicants accurately and specifically as per requirement of this tender. However, IITMRP reserves the right to ask any clarification from the applicants for details submitted if it is so desires during evaluation.
- 3.8. Experience should be in the name of the bidding company and not in subsidiary / associate company / Group Company etc.

3.9. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, as to the nature of the ground and sub soil, the form and nature of site, the means of access to the site, the availability of space for storage of materials etc and in general obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer is deemed to have full knowledge of site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The area that shall be made available for storage of materials etc is indicated in the campus. The tenderer shall study the same and satisfy himself the quantum of material that can be stored and area available for other activities. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that the tenderer has read this notice and all other contract documents and has made himself aware of the conditions, specification of the work to be done and of conditions and rates at which stores, tools and plants etc if any will be issued to him by the Institute and local conditions and other factors having a bearing on the execution of work.

3.10 The tenderer shall not be permitted to tender for works in IITMRP if his near relative is posted as Accountant, or as an officer in any capacity in the grades of all Engineers (All inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him who are near relatives to any officer in IITMRP. Any violation of this by the tenderer would render him liable to be removed from the approved list of tenderers and the tender is liable to be rejected

3.11 No Engineer or other officers employed in IITMRP or other Gazetted officers employed in Engineering or Administrative duties in any Engineering establishment of Government of India shall be allowed to work as a tenderer or employee of the tenderer in IITMRP for a period of two years after his/her retirement from service, without previous permission of IITMRP / Government of India. Any violation by the tenderer would render the tenderer liable to be removed from the approved list of tenderer and the tender is liable to be rejected.

3.12 The tender for the works shall remain open for acceptance for a period of ninety days from the date of opening of tender. Any tenderer who withdraws his tender before the said period or issue of acceptance, whichever is earlier or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the tenderer shall not be allowed to participate in the future tenders of IITMRP.

4. TENDER DOCUMENTS

4.1. The applicant shall submit their offer in a sealed envelope duly super-scribed "Tender for **Providing security services for IITMRP during the years 2018-19 to 2020-21**

4.2. The sealed envelope shall contain two separate sealed cover envelopes marked as under:

4.2.1. ENVELOPE-I

THIS ENVELOPE SHALL CONTAIN THE FOLLOWING:

- a. Acceptance letter for unconditional acceptance of the tender conditions on letter head of the firm.
- b. Copies of all pre-qualifying eligibility criteria documents as per NIT/NIB.
This envelope shall be super-scribed as "**Envelope-I**", and the cover shall have the following details:

Name of work

“TECHNICAL BID”

From (Name of the Bidder)

4.2.2. ENVELOPE – II

a. Price bid

This envelope shall be super-scribed as **“Envelope II”**, and the cover shall have the following details:

Name of work: “

“FINANCIAL BID”

From (Name of the Bidder)

5. Tender/ Bid receipt & Opening.

5.1. The Bid/ tender comprising the Technical bid (Part-I in ENVELOPE-I), and Price Bid (Part-II in ENVELOPE-II) shall be submitted upto 1500 hrs on 23-03-2018. at the office of the IITMRP ,No 1FA, First Floor, kanagam Road,Chennai – 600113..

6. Tender/ Bid Evaluation

6.1. The technical bids shall be evaluated as per eligibility criteria and responsiveness to the bid documents. Based on the information supplied in the technical bid in respect of eligibility criteria, the firms shall be shortlisted and the price bid of the shortlisted forms shall only be opened.

6.2. Evaluation Criteria for applicants.

	Marks	
1. Experience in completed works	=	30 (Max)
• Minimum eligibility	=	10
• Twice the minimum eligibility or more	=	30
• In between on pro-rata basis		
2. Financial strength :	=	20 (Max)
• Minimum 30% of estimated cost put to tender during the last 3 consecutive financial years.	=	12
• Twice the minimum as above or more	=	20
• In between on pro-rata basis		
3. Performance on quality of works done	=	20 (Max)
• Very good	=	20
• Good	=	15
• Fair	=	10
• Poor	=	0
5, In house personnel and establishment	=	30 (Max)

To qualify, the applicant must secure at least 50% (Fifty percent) marks mentioned in each one of the above criteria and 60% (Sixty percent) marks in aggregate.

However, IITMRP reserves the right to modify the above considering the number of applications that will be received

The IITMRP, Chennai reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

6.3. IITMRP does not bind themselves to accept the lowest bid and in such case the bidder(s) shall not have any claim on IITMRP. IITMRP reserve the rights to accept or reject any or all the bids in part or full, without assigning any reasons thereof.

6.4. The successful bidder shall be required to execute the contract agreement within 10 days of issue of letter of award, failing which the offer shall be treated as withdrawn.

7. IITMRP'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS:

IITMRP reserves the right to accept or reject any offer, and to annul the process and reject all offers, at any time prior to award of contract without thereby incurring any liability to the affected applicants. IITMRP has no obligation to inform the affected applicant(s) of the grounds for rejection of RFT.

8. AWARD OF CONTRACT – criteria

Subject to the requirement, IITMRP will award, the contract to the Contractor, whose bid is found responsive, complete and in accordance with the Tender document.

9. NOTIFICATION OF AWARD:

9.1. Prior to the expiry of period of validity/extended validity of the offer, as prescribed in this bid document and as subsequently extended by the bidder IITMRP will notify the successful applicant by Tele-fax or e-mail and confirm in writing by registered post / speed post / courier that his offer has been accepted.

9.2. The letter of award shall constitute a part of the contract.

10. SIGNING OF AGREEMENT:

IITMRP shall prepare the agreement in the Proforma (Form D) included in this Document, duly incorporating Notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation and acceptance thereof together with any correspondence there to and General Conditions of contract for CPWD works (Standard CPWD form 8) duly modified to suit the nature of work. Successful applicant will be required to execute the contract agreement within 10 days from the date of issue of the Letter of Award.

One copy of the agreement duly signed by IITMRP and the contractor through their authorized signatories will be supplied by IITMRP to the contractor.

Technical bid

(TWO BID SYSTEM)

Name of work. Providing security services for IITMRP during the years 2018-19 to 2020-21



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.

SECTION III

DATA SHEET.

(SCHEDULES)

SCHEDULE – ‘A’

The Bill of Quantities:- vide page Nos. 1 of Price Bid

SCHEDULE – ‘B’

Schedule of materials proposed to be issued to the tenderer

NO MATERIAL SHALL BE ISSUED TO THE TENDERER BY IITMRP

SCHEDULE – ‘C’

Schedule of tools and plants proposed to be hired to the tenderer

NO TOOLS AND PLANTS SHALL BE HIRED TO THE CONTRATOR BY IITMRP

SCHEDULE – ‘D’

Extra schedules for specific requirements / documents for the work, if any.

1. No labour shall be permitted to stay in the campus
2. The activities should be restricted within the area earmarked around the proposed work.

SCHEDULE – ‘E’

Reference to General conditions of contract

Name of work :

Performance Guarantee 5% of tendered value

SCHEDULE – ‘F’

General Rules and Directions:

- Officer inviting tender C.O.O ,IITMRP
- Maximum percentage for quantity of items work to be executed beyond which rates are to be determined in accordance with clause 12.2 and 12.3. See below

Definitions under clauses of general conditions of Contract.

2 (v).	Engineer in charge	Engineer/Consultant of IITMRP/Head- Infra.
2(viii) .	Accepting authority	C.O.O, IITMRP..
2 (x).	Percentage on cost of material and labour to cover all overheads and profits.	15 %
2 (xi).	Standard schedule of rates	CPWD DSR 2012
2 (xii).	Department	IITMRP . Chennai.
9(ii)	Standard CPWD contract form	CPWD form 8 with modification and correction Upto last date of receipt of tender.

Clause 1

- i) Time allowed for submission of performance bank Guarantee from the date of issue of acceptance letter 10 Days
- ii) Maximum allowable extension on i) above 10 days.

Clause 2

- Authority for fixing compensation under clause 2. C.O.O IITMRP . Chennai.

Clause 2a

- Whether clause 2a shall be applicable Not applicable

Clause 5

- Number of days from the date of issue of letter of acceptance for reckoning date of start 15 Days
- Time allowed for execution of work 36 Months
- Authority to give fair and reasonable Extension of work for completion of work C.O.O IITMRP . Chennai.

Clause 6

- Clause Applicable6-A.

Clause 7

- Gross work to be done together with net Payment / adjustment of advances for material collected, if any, since the last such payments for being eligible to interim payment.....Rs 5 Lakhs.

Clause 10 CA and 10C

10CA Not applicable, 10C Applicable.

Clause 12

- Deviation limit beyond which clauses 12.2 & 12.3 shall Apply.....100%

Clause 16

- Competent Authority for Deciding reduced rates..... Head Infrastructure, IITMRP.

SECTION – IV

PROJECT BRIEF AND SCOPE OF WORK .

A. **PROJECT BACKGROUND:**

IIT Madras Research Park a Section 25 company established by the IITM, Chennai is operating from 1st Floor, Kanagam Road, Taramani, Chennai – 600 113. It operates as an interface between academia and industry for transfer of new technology by way of research findings. The campus houses various leading National and multinational companies R&D wings in addition to the Startups and IIT madras incubated companies numbering at present around 108 companies. The campus is a self sustaining campus with all internal and external services.

The research park is housed in 11.42 Acres of land with Two buildings named as Phase -I block with GF + 11 upper floors + 2 basements structure with a total plinth area of about 4.5 Lakhs Sq.Ft. The phase-II structure with height ranging from G+6 to G+9 consisting of block A,B,C,D and a Multi level car parking of G+ 6 stories with a total built up area of 7.08 Lakhs sq Ft and MLCP with 2.3 lakhs Sq.Ft thus houses 15.75 lakhs sq.ft built up area with self sustaining services of internal and external bulk services with all internal / external electrical supply, water supply and sanitary arrangements air-conditioning works (HVAC), Fire protection system, lifts, External façade works comprising of structural glazing, site development including Roads and paths, Architectural finishing, provision of pavement and drain, rain water harvesting arrangements, UPS, Solar PV, Solar hot water, IBMS, CCTV, Access control, Fire alarm, Water treatment plant, sewage treatment plants, R.O treatment, IT network with switches etc.

The block D and phase-I are provided with a Basement.

As a sustaining facility to occupants a food court is functioning in Ground floor of Phase –II block D. It is housed in a carpet area of 18000 sq.ft with facilities to dine 800 persons in one sitting and has facilities to run 4 food courts and are presently functioning.

B. **Scope of Work:**

- a) Liaisoning with Government & utility bodies
- b) Fire Fighting and conduct of mock drills
- c) Patrolling
- d) Parking discipline in and around the facility, along with collection of parking fee.
- e) Vehicle and material movement

General features of the work are as under:-

IITMRP: Duties: Patrolling/ Security Guard

The patrolling guard should always be alert and vigilant and should ensure the following during his tour of duty:-

The perimeter lights are fully serviceable. There is no breach in the perimeter wall/fencing
There is no suspicious movement around the building.

All AHUs and doors in unoccupied floors are kept closed. All the conference halls, auditorium and the exhibition hall and Lounges are kept locked when not in use.

No one is involved in smoking/chewing of pan within the building especially in the staircase. The emergency path is not dumped with any materials so that during emergency it does not obstruct movement of personnel.

No gossiping around the building and especially near the main/rear gates.

The housekeeping personnel are engaged in their works at their designated places of work and do not gather around.

There is no suspicious/undesired movement of any personnel.

No unauthorized movement of personnel to terrace and people do not stand/sit on the parapet wall at any time.

Ensure the two wheelers and other vehicles parked are fully secured.

Any un serviceability of bathroom fittings and electrical fittings are reported to security in charge and Maintenance staff.

Storage of flammable/inflammable materials is not done in unauthorized areas like parking/basements etc.

The fire hydrants are fully secured and hoses and branch pipes are in their position and there is no damage/loss to the couplings/hoses.

Should look out for exposed electrical wiring/loose fittings etc.

Familiar objects in unfamiliar areas.

Movement of unauthorized personnel anywhere inside the campus.

Slippery floors/open manholes/water/oil/gas/chemicals leakage/unusual odors /sounds should be observed and reported.

The doors/windows are shut and fully secured.

No lights/fans/ACs are 'On' when not required.

All guards at their respective posts are available and are alert.

Patrolling procedures/pattern

The patrolling should cover the entire premises and the building. The Security Supervisor on duty should brief all the guards during roll call as to how the patrolling should be carried out and what all should be observed/reported during patrolling. The patrolling guard should be in possession of powerful torch and a 'latti'.

The guards in rotation should do zigzag patrolling. One should go from right to left and another from left to right. Similarly if one is climbing up the building another should come down. Intensified patrolling with keen observation and watchful movements will prevent many undesired happenings and help beef up security. At regular intervals, they should keep blowing their whistles to exhibit their presence and make other security personnel vigil and alert.

The patrolling guard should be in possession of beat books and they should put the timings, areas they have patrolled and any observations that they have noticed and hand over the books to the Security Supervisor on completion of their duties.

The Security Supervisor on receipt of the beat books and hearing the complaint/ observation from the guards should make proper log entries in the 'General Diary' and report to the

Management in the first available opportunity without delay. He himself should make surprise checks of patrolling to oversee that there is effective patrolling carried out to avoid/avert unusual movements/incidents.

Check Points during patrolling

- a) All guard posts
- b) Perimeter
- c) All hydrant/fire points
- d) Basement
- e) Generator room
- f) Isolated areas
- g) Server room
- h) Terrace (lift room)
- i) All STP rooms
- j) Rear Gate
- k) Two wheeler parking
- l) ASO desk at IFMR
- m) Ginger Hotel guard point at the lift II
- n) All building blocks A to E common areas including basement & terrace areas.

o) IMPORTANT NOTE:-

- p) The agency will be fully responsible for all assets with in the premises and ensure all measures are in place to prevent theft of assets. Any material loss shall be made good by the agency in case such unfortunate incidents take place if any.
- q) The particulars of work given in Section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

SECTION – V

TERMS AND CONDITIONS

- 1.0 **TWO BID OFFERS:** The bids shall be in two envelopes system, the applicant shall submit Technical & Financial bids in two separate envelopes clearly specifying the “Technical bid” and “Financial Bid” mentioned on top of sealed envelopes shall then be placed in single envelope mentioning name of work and agency on top of envelope.
- 2.0 **TECHNICAL BID:** Technical Bid shall contain general information and Profile of the Bidder as per Form T-I, Details of similar works in For T-II (a & b). Details of experts associated with the bidder in Form T-III and Financial Data of bidders in Form T-IV Performance Reports by their clients in case of works completed or in progress in Form T-V and other documents confirming their fulfillment of the eligibility criteria. All the tender documents and supporting certificates shall be signed by the bidders as token of their correctness.
- 3.0 **FINANCIAL BID:** Financial Bid to be submitted by the bidder as per Documents of this bid. The Rate and Amount should be written both in figures and words and signed by the bidders. The rate quoted should be inclusive of all taxes including VAT/GST and services tax etc in vogue on the date of opening of bids and all incidental travelling expenses in execution of the work.
- 4.0 **ACCEPTANCE CRITERIA:** Technical bids shall be evaluated first, the financial bids of only those applicants shall be opened, whose technical bids are found responsive/acceptable as per eligibility criteria stated above. The financial bid shall be processed further for acceptance.
- 5.0 **LETTER OF AWARD (LOA):** A letter of award shall be issued in favour of bidder whose bid is accepted by the competent authority intimating the value of the bid accepted i.e. contract price with request to deposit performance guarantee as per Form –B.
- 6.0 **PERFORMANCE GUARANTEE:** Performance Guarantee @ 5% of the contract price shall be deposited within 10 days of issue of the LOA. The Bank Guarantee shall be from any Nationalized Bank and shall be valid for a period of 38 (36+2) months from date of issue of letter of award (LOA) and the same shall be suitably extended till the end of defect liability period. Performance Guarantee deposited by the contractor against the work shall be released within one month of defect liability period. The DLP for this work shall be 2 months.
- 7.0 **CONTRACT AGREEMENT:** Contract agreement on a stamp paper, of appropriate value, shall be signed between the IITMRP and the successful bidder as per the Form-D.
- 8.0 **DATE OF START (DOS):** Date of start of the work shall be reckoned from 10th day of Date of issue of LOA.
- 9.0 **COMPLETION PERIOD:**
The time allowed for this work shall be 36 Months.
- 10.0 **EXTENSION OF TIME & LIQUIDATED DAMAGES:**
 - 10.1 No extension of time for completion be considered owing to any variations made in the works by the orders of the IITMRP, unless IITMRP in consequences for such variations extends the time allowed to the contractor for the completion of the works, in which case IITMRP may extend the time of completion under this agreement for a proportionate period as the case may be, for the completion of the whole works.
 - 10.2 If at any stage, project has been delayed by the acts of IITDM or by the consultant deployed for the work, nothing extra shall be payable to the contractor. However suitable extension of time for completion of work shall be granted accordingly.

10.3 If the contractor requires extension of time, he / they shall intimate in writing to IITMRP, giving reasons for delay and justifications for extension in completion period. IITMRP after satisfying them self about the reasonableness of grounds, may grant extension of time as found to be justified and communicate the same in writing. The decision of IITMRP shall be final and binding. Whenever such extension of time is granted, it would be without prejudice to the rights of IITMRP to recover the liquidated damages from the consultant. Any extension of time granted as stated above shall neither entitle the contractor to any claim for increase in their rates nor shall it release him from any of the obligations under the said agreement.

11.0 Liquidated Damages:

The work shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default of the contractor to adhere to the agreed time schedule, the IITMRP shall have right to recover the liquidated damages from the contractor at the rate specified in the Agreement. Decision of IITMRP shall be final and binding in this regard.

12.0 OTHER TERMS & CONDITIONS

12.1 The tender must be signed by the person / persons competent to sign as indicated in the document. Same stipulations will also apply in the case of Receipt for payments made on account of work when executed by a firm.

12.2 Any person who submits a tender shall fill up the form, stating at what rate he is willing to undertake each item of the work. Only one rate shall be given in words & figures for each item. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other condition of any sort including conditional rebates, will be summarily rejected. Tender shall have the name and number of the work to which they refer, written on the envelopes. Amount must be quoted in full rupees by ignoring fifty paise and below and considering more than fifty paise as rupee one.

12.3 The officer inviting tender or his duly authorized assistant will open the tenders in the presence of any intending tenderers or their authorized agents who may be present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the Earnest Money forwarded therewith shall thereupon be given to the tenderers. In the event of a tender being rejected, the Earnest Money forwarded with such unaccepted tender shall thereupon be returned to the tenderers remitting the same, without any interest.

12.4 The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.

12.5 The memorandum of work tendered for and the schedule of materials to be supplied by the Institute and their issue-rates, shall be filled and completed in the office of the officer inviting tender before the tender form is sold. If a form issued to an intending tenderer is without these details the tenderer shall request the officer to have this done before he completes and delivers his tender.

12.6 The tenderers shall sign a declaration under the Official Secret Act, 1923, for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them.

12.7 In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the tenderer in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which

correspond with the amount worked out by the tenderers shall, unless otherwise proved, be taken as correct. If the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, then the rates quoted by the tenderer in words shall be taken as correct. Where the rates quoted by the tenderer in figures and in words tally but the amount is not worked out correctly, the rates quoted by the tenderer, will, unless otherwise proved, be taken as correct and not the amount.

- 12.8 In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
- 12.9 All rates shall be quoted on the tender form. The amount for each item should be worked out and the requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs' should be written before the figure of 'Rupees' and the word ' P ' after the decimal figures, eg.' Rs.2.15P' and in case of words, the word, "Rupees" should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only', it should invariably be up to two decimal places. While quoting each rate in schedule of tender, the word 'only' should be written closely following the rate and it should not be written in the next line.
- 12.10 The tenderer shall be required to deposit 5% of the tendered value of work (as mentioned in the letter of acceptance) as performance guarantee in the form of irrevocable bank guarantee bond of any scheduled bank or State Bank of India in accordance with the form prescribed or in cash or in the form of Government Security or fixed deposit receipt, within 15 days of the issue of letter of acceptance.
- 12.11 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.
- 12.12 GST, Sales tax (VAT), service tax, purchase tax, turnover tax, works contract tax or any other tax on material, labour and works in respect of this contract shall be payable by the contractor and IITMRP will not entertain any claim whatsoever in respect of the same.
- 12.13 The contractor shall give a list of officers and staff of IITM who are related to him.
- 12.14 The tender for the work shall not be witnessed by a contractor or contractor who himself /themselves has/have tendered for the same work. Failure to observe this condition would render tenders of the contractor tendering, as well as witnessing the tender, liable to summary rejection.
- 12.15 The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time of time. If he fails to do so, his failure will be a breach of the contract and the Engineer-in-charge may in his discretion, without prejudice to any other right or remedy available in law, cancel the contract. The contractor shall also be liable for any pecuniary liability on account of any violation by him of the provisions of the said Act.

13.0 ADDITIONAL CONDITIONS

- 13.1 The Electrical power shall be made available at a near by location of the proposed site. Contractor shall make arrangement for laying cables etc to the location where they intent to use the security Gadgets/ Instruments.
- 13.2 A prospective Tenderer requiring any clarification on the Tender Document may notify the Estate section of IITMRP at Chennai. The office will respond to any request for clarification which he receives earlier than 5 days prior to the deadline for submission of Tenders.
- 13.3 Before the deadline for submission of Tenders, the Tender Document may be modified by IITMRP by issue of Addenda. Any Addendum issued shall be part of the Tender Documents and shall be

communicated by uploading in the web site. All the probable contractors are advised to check the www.respark.iitm.ac.in before submission of the tender on or before last date of receipt of tender.

13.4 The Tenderers shall submit offers, which comply strictly with the requirements of the Tender Document. Alternatives or any modification shall render the Tender invalid. The tender shall be submitted in the covers containing **Cover 1** shall contain Technical Bid. This shall be marked as " Technical Bid". Each page of the document shall be signed and affixed with the seal of the contractor. **Cover 2** shall contain BOQ and shall be marked as "Price Bid". Each page of the document shall be signed and affixed with the seal of the contractor. **Cover 3** shall contains cover 1 & Cover 2

13.5 AUTHORITY TO SIGN

13.5.1 If the tenderer is an individual, he should sign above his full type written name and current address.

13.5.2 If the tenderer is a proprietary firm, the Proprietor should sign above his full type written name and the full name of his firm with its current address.

13.5.3 If the tenderer is a firm in partnership, the Documents should be signed by all the partners of the firm above their full type written names and current addresses. Alternatively the Documents should be signed by a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the Documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.

13.5.4 If the tenderer is a limited Company, or a Corporation, the Documents shall be signed by a duly authorized person holding Power of Attorney for signing the Documents, accompanied by a copy of the Power of Attorney. The tenderer should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

13.6 Tenders must be received by the Employer at the following address not later than 3.00 PM of the receipt date mentioned. In the event of the specified date for the submission of the tender being declared as a holiday by the Employer, the Tenders will be received up to the appointed time on the next working day.

13.7 Address for Submission of Tender

The Chief Operating Officer, IITMadras Research Park, No 1FA, First floor, Kanagam Road, Taramani, Chennai - 600113

The Employer may extend the deadline for submission of Tenders by issuing an amendment .Any Tender received after the deadline prescribed will be returned unopened to the Tenderer.

13.8 Evaluation of tenders wherein tenderers has not quoted rate(s) for one or more items

In the case of item Rate Tenders, only rates quoted shall, be considered. Any tender containing percentage below / above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However if a discrepancy is found, the rates, which correspond with the amount worked out by the contractor, shall, unless otherwise proved, be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will, unless otherwise proved, be taken as correct and not the amount. In event no rate has been quoted for any item(s), leaving space both in figure(s), words(s) and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and rate for such items(s) will be considered as zero and work will be required to be executed accordingly.

13.16 Contractor Superintendence, Supervision, Technical Staff & Employees

The contractor shall provide all necessary superintendence during execution of the work and as long thereafter as may be necessary for proper fulfilling of the obligations under the contract. The contractor shall immediately after receiving letter of acceptance of the tender and before commencement of the work, intimate in writing to the Engineer-in-Charge the name(s), qualifications, experience, age, address(s) and other particulars along with certificates, of the principal technical representative to be in charge of the work and other technical representative(s) who will be supervising the work. Minimum requirement of such technical representative(s) and their qualifications and experience shall not be lower than that specified in Schedule 'F'. The Engineer-in-Charge shall within 3 days of receipt of such communication, intimate in writing his approval or otherwise of such representative(s) to the contractor. Any such approval may at any

time be withdrawn and in case of such a withdrawal, the contractor shall appoint another such representative(s) according to the provisions of this clause. Decision of the tender accepting authority shall be final and binding on the contractor in this respect. Such a principal technical representative and other technical representative(s) shall be appointed by the contractor soon after receipt of the approval from Engineer-in-Charge and shall be available at site before start of work. All the provisions applicable to the principal technical representative under the Clause will also be applicable to other technical representative(s). The principal technical representative and other technical representative(s) shall be present at the site of work for supervision at all times when any maintenance activity is in progress and also present himself /themselves, as required, to the Engineer-in-Charge and/or his designated representative to take instructions. Instructions given to the principal technical representative and other technical representative(s) shall deem to have the same force as if these have been given of the contractor. The principal technical representative(s) and other representatives shall be actually available full time during all stages of execution of work, recording/checking/ test checking of measurement of work and wherever so required by Engineer-in-Charge and shall also note instructions conveyed by the Engineer-in- Charge or his designated representative(s) in the site order book and shall affix his/their signature in token of noting down the instructions and in of acceptance of measurements/ checked measurements/test checked measurements. The representative(s) shall not look after other works in addition to the work covered under this contract. Substitutes, duly approved by Engineer-in-Charge of the work in manner as aforesaid shall be provided of absence of any of the representative for more than two days. If the Engineer-in-Charge, whose decision in this respect is final and binding on the contractor, is convinced that no such technical representation is/are effectively appointed or is/are effectively attending or fulfilling the provision of this clause, a recovery (non-refundable) shall be effected from the contractor as specified in Schedule 'F' and the decision of the Engineer-in-Charge as recorded in the site order book and measurements checked/test checked in Measurement books shall be final and binding on the contractor. Further if the contractor fails to appoint suitable Principal technical representative and other technical representative(s) or if such appointed persons are not effectively present or absent by more than two days without duly approved substitute or do not discharge their responsibility satisfactorily, the Engineer-in- Charge shall have powers to suspend the execution of the work until such date as suitable other representative(s) is/are appointed and the contractor shall be held responsible for the delay so caused to the work. The contractor should submit a certificate of employment of the technical representatives(s) along with every on account of bill / final bill and shall produce evidence at any time if required by the Engineer in -charge.

13.17 INSURANCE TO BE TAKEN BY THE TENDERER AND EMPLOYER TO BE INDEMNIFIED

13.17.2 Third Party Insurance

Before commencing the execution of the Works, the contractor shall insure against the liability for any material or physical damage, loss or injury which may occur to any property or life including that of the Employer or to any person, including any employee of the Employer, by or arising out of the execution of the works or in the carrying out of the Contract. The sum insured will be for Rs.5.00 lakhs, Such insurance shall be effected with an insurer and in terms approved by the Employer. The contractor shall produce before the Engineer-in-charge the policy or policies of insurance and the receipts of payment of the current premiums.

13.17.3 Workmen's Insurance

IITMRP shall not be liable for any payment in respect of any damages or compensation payable according to law in respect or in consequence of any accident or injury or loss of life to any workman or other person in the employment of the contractor or any sub-contractor.

13.17.4 Recovery from the contractor

Without prejudice to the other rights of the Employer against the contractor in respect of such default, the Employer shall be entitled to deduct from any sums payable to the contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the contractor under this clause.

13.17.5 Extension of time

The contractor, in case of rebuilding or reinstatement, shall be entitled to such extension of time for completion as the Engineer-in-charge may deem fit, but shall, however not be entitled to reimbursement by the Employer of any shortfall or deficiency in the amount finally paid by the insurer in settlement of any claim arising as set out herein.

13.17.6 Period of Policies

All the insurance covers mentioned above shall be kept alive during the complete period of the contract including maintenance period.

13.17.7 Remedy on Contractor's Failure to Insure

If the contractor fails to effect and keep in force the insurance referred to above, or any other insurance which he may be required to effect under the terms of the Contract, then and in any such case the Employer on advice of the Engineer-in-Charge may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Employer as aforesaid from any moneys due or which may become due to the contractor, or recover the same as debt due from the contractor.

13.17.8 Damage to Persons and Property – Employer to be Indemnify The contractor shall indemnify the Employer against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, except any compensation or damages for or with respect to:

13.17.8.1. Injuries or damage to persons or property resulting from any act or neglect of the employer, his agents, servants or other contractors, not being employed by the contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents, such part of the compensations as may be just and equitable having regard to the extent of the responsibility of the Employer, his servant or agent or other contractor, for the damage or injury.

14.0 SPECIAL CONDITIONS

14.1 No labour camps shall be permitted inside the IITMRP Campus. Workers should be made to confine themselves to the work areas and should not wander in to the near by areas / buildings/ forests.

14.2 If night work is required to be carried out to fulfill the agreed turn around time, all arrangement shall be made by the Contractor, inclusive of lighting the area without any claim for extra rate. To the extent possible engaging women labour in the night shift should be avoided.

14.3 The works shall be carried as per C.P.W.D specifications with Addenda and Corrigenda issued up to last date receipt of tender and as per best Engineering practice.

14.4 No variations from, additions to and omissions from in the items of work shall vitiate the contract. All such variations, additions, substitutions etc shall be decided as per the terms of the contract agreement.

14.5 Child Labour is strictly prohibited.

*Work shall carry the meaning of Watch and ward duty

14.6 Protection for Environment

14.6.1 No vegetation inside the campus should be damaged.

14.6.2 Drinking water requirement of the labour should be arranged by the contractor and they should be instructed not to misuse the facilities available in the various building

14.6.3 All labour should be dressed properly attending to work. Wearing loose cloths like dhotis, Lungies should be avoided to the extent possible.

14.8. Safety at the Site

The contractor must appoint a full time qualified person as safety-in-charge for taking care of implementation of the safety system. The contractor shall submit the Project Safety Plan stating the methodology of implementation of systems to ensure the safe and environment friendly work place.

The Safety Plan must include the following:

14.8.1 Organisation Chart

Reporting relationship of the safety function in a flow chart

14.8.2 Safety Committee

Structure – Chairman, secretary and committee members – Roles & Responsibilities Applicable Statutory requirements, standards and codes related to safety and its adherence

**FORM OF RFT
(ON THE LETTER HEAD OF THE COMPANY)**

- Note: i. The Appendix forms part of the RFT
 ii. Applicant(s) are required to fill up all the blank spaces in this form of Tender and Appendix

To
 The Chief operating Officer,
 IIT Madras Research park,
 No 1FA, First Floor, Kanagam Road,
 Taramani, Chennai – 600113.

Having examined the Terms of Reference and the terms of the RFT for providing **Providing security services for IITMRP during the years 2018-19 to 2020-21** we the undersigned offer to perform the work mentioned as per the terms & conditions of the RFT document.

1. I/We undertake, if our offer is accepted, I / We shall commence the work immediately on receipt of Letter of Award and to complete the whole of the work comprised in the Contract within the **Time Schedules mentioned therein** from the date of issue of the Letter of Award.
2. I / We have read and examined the notice inviting tender, schedules A, B, C, D, E & F, specifications applicable, drawings, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.
3. I / We hereby tender for the execution of the work specified for the IIT Madras Research Park No1FA, First Floor, Kanagam Road, Taramani, Chennai.600113, within the time specified in Schedule – 'F' and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Rules and Directions and in Clause 11 of form 8 (General conditions of contract) and with such materials as are provided for, by, and in all respects in accordance with such conditions so far as applicable.
4. I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.
5. If my / our offer is accepted, I/We will furnish a Bank Guarantee for Performance as security for the due performance of the contract @ of 5% of the contract amount.
6. I / We agree to abide by this offer for a minimum period of 90 days from the last date fixed for receiving the same and it shall remain binding upon us and offer may be accepted at any time before the expiry this period or any extended period mutually agreed to.
7. I / We declare and confirm that no agent, middleman or any intermediary has been, or will be engaged to provide any services, related to the award of this contract. I / We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been or will be paid and that the offer price does not include any such amount. I / We acknowledge the right of IITMRP that if it finds our declaration to the contrary, it can declare our offer to be non-compliant and if the contract has been awarded to us then declare the same as null and void.
8. If my / our offer is accepted I / We understand that I / we, am / are to be held solely responsible for the due performance of the contract.

Dated this.....day of2018

Signature.....

Name.....in the capacity of.....

Duly authorized to sign documents for and on behalf of.....

Address

Witness.....

Signature.....

Name

Address

Occupation

FORM – B

(FORM OF PERFORMANCE GUARANTEE (BANK GUARANTEE))

In consideration of the Indian Institute of technology Madras research park chennai 600113.(IITMRP) Chennai 600127. (hereinafter called "IITMRP") having offered to accept the terms and conditions of the proposed agreement between IITMRP.and (hereinafter called "the said consultant(s)") for the work..... (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees..... only) as a security/guarantee from the consultant(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, (hereinafter referred to as "the Bank") hereby undertake to pay to the IITMRP an amount not exceeding Rs. (Rupees..... Only) on demand by the IITMRP

2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the IITMRP stating that the amount claimed as required to meet the recoveries due or likely to be due from the said consultant(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupeesonly)

3. We, the said bank further undertake to pay the IITMRP any money so demanded notwithstanding any dispute or disputes raised by the consultant(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the consultant(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the IITMRP under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineerin- Charge on behalf of the IITMRP certified that the terms and conditions of the said agreement have been fully and properly carried out by the said consultant(s) and accordingly discharges this guarantee.

5. We, (indicate the name of the Bank) further agree with the IIDM that the IITMRP shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said consultant(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by IITMRP against the said consultant(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant(s) or for any forbearance, act of omission on the part of the IITMRP or any indulgence by IITMRP to the said Consultant(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s).

7. We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of IITMRP in writing.

8. This guarantee shall be valid up tounless extended on demand by the IITMRP. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.(Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

CONTRACT AGREEMENT

This agreement is made at Chennai on thedays of2018 between Indian Institute of technology Madras research park chennai 600113.(IITMRP) (hereinafter called "IITMRP" which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First part.**

M/s.....a company incorporated under the companies Act 1956
having Head Office at
.....
(hereinafter called the "contractor" which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc) of the **Second Part.**

Whereas IITMRP is desirous that certain works should be executed for(Name of work..... hereinafter called the "The Project" and has accepted a Tender/bid submitted by the contractor for the execution and completion of such works as well as guarantee of such works and the remedying of defects therein.

NOW THIS AGREEMENT WITHNESSTH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed a part of this agreement Viz.

- Standard General conditions of contract of CPWD Form 8 suitably modified for terms In respect of IITMRP as given in the following paragraphs.
- The provisions/stipulations as given this bid document including subsequent amendments/ corrigendum,
- Technical and Financial bids submitted by bidder,
- correspondence with successful bidder and LOA etc.

3. In consideration of the payment to be made by IITMRP to the contractor as hereinafter mentioned, the contractor hereby covenants with IITMRP to execute and complete the Project byand remedy any defects therein in conformity in all respects with the provisions of the contract.

4. IITMRP hereby covenants to pay the contractor in consideration of the execution and completion of the project and the remedying of defects therein, the total contract price of Rs.only) being the sum stated in the letter of Award (LOA) subject to such additions thereto or directions there from as may be made under the provisions of the contract at the times and in the manner prescribed by the contact.

5. OBLIGATION OF THE CONSULTANT

The consultant shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same.

IN WITNESS OF WEREOF the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the Contractor	For and on behalf of the IITMRP
Signature of the authorized official	Signature of the authorized official
Name of the Contractor Stamp/seal of the contractor	Name of the official Stamp / Seal
SIGNED, SEALED AND DELIVERED By the said	By the said
On behalf of the contractor	On behalf of the IITMRP
In the presence of: Witness _____ Name _____ Address _____	In the presence of: Witness _____ Name _____ Address _____

GENERAL INFORMATION – STRUCTURE & ORGANIZATION

01.	Name & Address of the applicant	
02.	Telephone No. / Telex / Fax No.	
03.	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) An Individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or corporation	
04.	Contact person, Designation & Address including e-mail ID	
05.	Number of years in business	
06.	Particulars of registration with various departments	
07.	No of works completed with similar nature	
08.	State if In-house expertise available for all services / sub systems	

Note: All the relevant supporting documents duly sealed and signed by the consultant to be submitted with respect to the above details.

Signature of Applicant

FORM – T –II(a)

DETAILS OF PROJECTS OF SIMILAR NATURE COMPLETED

Sl. No.	Name and Location of the project	Name and address of the client	Details of the project		Date of start of the project	Details of litigation/Arbitration cases pending /in progress with details	Date completion of project		Details of Name , Address Telephone Number of officer to whom reference may be made
			Built up area	Costt			Schedule	Actual	
1									
2									
3									
4									
5									

Note: All the relevant supporting documents duly sealed & signed by consultant to be submitted w.r.t above details.

FORM – T –II(b)

DETAILS OF PROJECTS IN HAND OR AWARDED

Sl. No.	Name and Location of the project	Name and address of the client	Details of the project		Date of start of the project	Upto date progress	Slow progress if any and reasons there of	Scheduled date of completion of project	Details of Name , Address Telephone Number of officer to whom reference may be made
			Built up area	Costt					
1									
2									
3									
4									
5									

Note: All the relevant supporting documents duly sealed & signed by consultant to be submitted w.r.t above details

FORM – T –III

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM /COMPANY							
Sl.No	Designation	Total numbers	Names	Qualification	Professional Experience	Length of continuous service with employer	Remarks
1	2	3	4	5	6	7	8

Note:

- A summary of the qualification and work experience of each key staff to be attached
- CVs to be submitted for all the experts personnel
- Additional information about technical personnel, if any, may be submitted on separate sheet.

FINANCIAL INFORMATION

Details to be furnished duly supported by figures in Balance sheet/ Profit & loss account for the last Five years duly certified by a Chartered Accountant as submitted by the Applicant to the Income tax department.

SI No	Description	Yr 2012-13 (Rs In Lakhs)	Yr2013-14 (Rs In Lakhs)	Yr2014-15 (Rs In Lakhs)	Yr2015-16 (Rs In Lakhs)	Yr2016-17 (Rs In Lakhs)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Gross Annual Turn Over					
2.	Profit/loss					

Attach self-attested copies of the audited financial statements of the last Five financial years.

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

IV. Solvency certificate from Bankers of Applicant.

1. Should have an average annual financial turn over of at least Rs 70 Lakhs during the last 3 years ending 31 – 3 – 2017 and this should be certified by a chartered accountant.
2. Should not have incurred any loss in more than two years during the last five years ending 31 – 3 – 2017.
3. Should have a solvency of Rs 70 Lakhs certified by the bankers of the applicant.

PERFORMANCE REPORT OF WORKS
(On clients Letter Head)

01.	Name of work / Project & Location	
02.	Agreement No.	
03.	Nature of work	
04.	Estimated Cost	
05.	Built up area (sqmtr)	
06.	Date of start	
07.	Date of completion	
	i) Stipulated date of completion	
	ii) Actual date of completion	
08.	Compensation levied for delayed completion	
	Amount of Reduced rate items	
09.	Performance Report:	
	a) Quality of services provided	Outstanding/Very Good / Good / Poor
	b) Financial soundness	Outstanding/Very Good / Good / Poor
	c) Technical Proficiency	Outstanding/Very Good / Good / Poor
	d) Resourcefulness	Outstanding/Very Good / Good / Poor
	e) General Behaviour	Outstanding/Very Good / Good / Poor

Dated : _____

Signature of authorized signatory
(with stamp)
Name
Designation.....
Contact No.....
Email ID.....

Note: The bidder / tenderer should sign all documents submitted by them in self-attestation.

Cost bid

(TWO BID SYSTEM)

Name of work. Providing security services for IITMRP during the years 2018-19 to 2020-21



IIT Madras Research Park.

No.1FA,First Floor, Kanagam road, Taramani Chennai – 600113.

BILL OF QUANTITIES.

Providing security services for IITMRP during the years 2018-19 to 2020-21

In order to perform the above work with the scope of work as detailed in the section IV of technical Bid in pages 11 to 14 for the various services the following personal need to be deployed with the qualification and experience commensurate to the nature and volume of work. The minimum requirement is as below.

The CTC for the man power requirement may be quoted.

Item No.	Description	Qty.	unit	Rate in Fig.	Rate in words	Amount
1.	SECURITY OFFICER	1	Each	(CTC may be quoted for each designation)		
2	SECURITY SUPERVISOR	8	Each			
	SECURITY GUARD	58	Each			
4	LADY GUARD	3	Each			
5	Details of equipment if any provided by the vendor and its cost per month with details may be given					
	TOTAL (L)					

The vendors are requested to quote the CTC for the man power and equipment requirements of all the operations and quote item wise with rates of monthly salary, and monthly charges for equipments if any required .

The vendors will be paid every month the cost, on production of proof of having paid the man power at the rate quoted above. In addition for the total of man power, charges on equipments, the Overheads and profit at fixed percentage will be paid.

The overheads and vendors profit (in Fig).....% (in words.....percent)

(Vendor to quote the percentage. If left blank it will be construed that the percentage quoted as ZERO)

The monthly charges for the man power shall be CTC of the company including EPF, ESIC etc. The breakup of CTC may be clearly indicated.

The vendors may please note that the CTC quoted shall commensurate to the minimum wages Act provision. Any quote violating the same will summarily be rejected.

Note: During the Continuance of Contract for next two years subsequent revisions in the minimum wages by State Government will be paid accordingly with its cumulative effect.

The vendors shall bear in mind the fact that in the Agreement clause exists for imposing of fine for default of the duties.

Signature and address of the bidder.

**C.O.O
IIT Madras Research Park.**

END OF DOCUMENT.