

TENDER PROCESS:

1. Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid.
2. The form for Technical bid in pro-forma is prescribed in Annexure-I and the tender form for the Financial bid in pro-forma is prescribed in Annexure-II.
3. The Bidder shall furnish information in the Annexures I,II completed in all respects and be submitted. The physical copy of the Tender Document duly completed & signed on all pages, sent by post only to **The Principal, Thanthai Periyar Government Institute of Technology** on or before **21-10-2021** by **03:00 pm**.
4. The sealed covers may be super-scribed with "**Technical Bid - Contract for providing Security Services**" and "**Financial Bid - Contract for providing Security Services**" respectively. Both sealed envelopes should be put in a third sealed envelope and super-scribed as "**Tender for Security Services for TPGIT Vellore**". Also **Demand Draft** for Rs. 1000 (non-refundable) must be placed in the Technical Bid envelope only.
5. All the tenders shall be opened by the designated committee on **21-10-2021** at **03:00 pm**, at **Thanthai Periyar Government Institute of Technology, Vellore**
6. Bid documents incomplete in any respect shall be summarily rejected.
7. Initially Technical bids will be scrutinized by the committee to short list the eligible bidders. **On successful qualifying of the Technical Stage, the Financial Bids of only such Bidders shall be opened.** The financial bids of the short-listed and qualifier bidders shall be opened on **22-10-2021** at **03:00pm**.

Terms and Conditions

The tender is being invited for Security Services under which the contractor shall provide security personnel to safeguard college properties (i.e. building, equipments and materials etc.), staff working in Thanthai Periyar Government Institute of Technology including monitoring and surveillance of the premises

Quote your lowest rate at which you can provide the **Security Guard** for both the College and Hostel premises for the year 2021-22 **on or before 21/10/2021 with** the following terms and conditions.

1. Application will be summarily rejected if the following document copies are not enclosed in **Technical bid cover**.

i) GST registration number	ii) IT returns
iii) PAN card	iv) GST receipt
v) Experience certificate	vi) ESI no
vii) EPF no.	viii) DD for Rs.1000/-.
2. The tenderer should have registered office/branch office in Vellore.
3. The tenderer should have sufficient employees on their rolls for Security Services work.
4. The Security Agency will be responsible for overall security arrangements for Thanthai Periyar Government Institute of Technology, Vellore covered in the contract.
5. Security personnel must wear company uniform, shoes, ID cards and follow other dress codes.
6. Security guards must be provided with whistle, Torch, sanitizer, masks and Lathi.
7. Security personnel, who have taken atleast one covid-19 vaccination dose, should be deployed(Proof to be given).

8. Security guards shall have verified antecedents with good character, conduct and behaviour, not above the age of **50 years**, who are physically and mentally fit will be required/ to be deployed. Age proof of individual Security Guard should be produced at the time of awarding contract.
9. Security guards name list and copies of individual security guard's **Aadhaar** and company ID should be submitted to the college office before assuming the charge.
- 10.No security guard whose name is not mentioned in the name list provided by you should be sent for duty, supervisor work /other works.
- 11.Change of shift and shift timings must be approved by The Principal, Thanthai Periyar Government Institute of Technology, Vellore.
12. The number. of the Security Personnel can be increased or decreased at any stage depending upon the requirements.
- 13.No items shall be taken out without proper Gate Passes issued by the competent staff.
- 14.The Security guard will also take round of all the important and sensitive points of the premises.
15. The Guards on duty will also secure the equipments in the departments, the vehicles, scooters/motor cycles/bicycles parked in the parking areas located within the premises of the Thanthai Periyar Government Institute of Technology, Vellore
16. In the event of any loss of property/ assets of the Thanthai Periyar Government Institute of Technology, Vellore as a result of any lapse on the part of the security services as may be established after an

enquiry conducted by the Thanthai Periyar Government Institute of Technology, Vellore, such loss will be made good by the contractor. The decision of committee constituted by The Principal, Thanthai Periyar Government Institute of Technology in this regard will be final and binding on the agency.

17. Security guard locations and responsibilities should be fixed in consultation with The Principal, Thanthai Periyar Government Institute of Technology.
18. The Security Guard on duty shall not leave the premises until his reliever reports for duty. Alternative arrangements should be made in case of leave, sickness, unauthorized absence.
19. The Security personnel must watch that there is no un-identified/ unclaimed/ suspicious objects/ person in the Building/ Premises.
20. The vehicles that enter the premises must be identified, noted in the register and parked at designated places.
21. Security guards should be able to speak, read and write in Tamil.
22. The Contractor will maintain Attendance Register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Register shall remain available round the clock for inspection by the authorized representatives of the Thanthai Periyar Government Institute of Technology.
23. All liabilities arising out of accident or death while on duty/ off duty shall be borne by the contractor.
24. Adequate supervision should be provided to ensure correct & effective performance of the security services in accordance with the

prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/ unclaimed/ suspicious objects/ person in the buildings/ premises. The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Contractor should arrange regular visits (during day and night) to check the alertness and attentiveness of the security guard deployed.

25. The Principal, Thanthai Periyar Government Institute of Technology shall have the right, without any reason, to have any person removed who is considered to be undesirable.

26. The agreement for Security Personnel is valid for 12 months, from date of award of contract (or) Date of assuming charges as per our terms and conditions.

27. The contract for appointment is purely **temporary** and may be terminated at any time without assigning reason thereof with one month notice.

Enclose a DD towards Registration Fee for **Rs.1000/-** (Non Refundable) drawn in favour of **“The Principal and Warden, Thanthai Periyar Govt. Institute of Technology, Vellore”**.

Two covers namely Technical Bid & Financial Bid must be kept in another sealed cover superscribed with **‘Quotation for the Provision of Security Personnel for the year 2021-22. Due on 21/10/2021.**

Sealed Quotations must be sent only by post addressed to: **The Principal & Warden, Thanthai Periyar Government Institute of Technology, Bagayam, Vellore – 632002.** Technical Bids will be opened

on the same day at 3:00pm and financial bids will be opened on 22/10/2021 at 3.00 p.m.

Award of contract

- a. The Principal, Thanthai Periyar Government Institute of Technology will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. In case more than one price bid quoting the same rates are received, the award of the contract will be decided based on evaluation by committee constituted by the The Principal, Thanthai Periyar Government Institute of Technology depending upon the merits.
- c. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and reserves the right to terminate the contract by serving one month notice, in writing. The Contract may be terminated with mutual consent by giving two months' notice.
- d. The Contractor shall provide well-trained personnel to provide Security services to the TPGIT, Vellore for providing safety, monitoring and surveillance. The agency will quote the rates **per shift of eight hours per person per month.**

Principal & Warden

ANNEXURE- I

TECHNICAL BID FORM FOR PROVIDING SECURITY SERVICES FOR TPGIT, VELLORE

1	Names & address of Regd. Office of Company/firm/Agency.	
2	Telephone No(s)	
3	Registration No. Company/firm/ Agency & Nature of ownership	
4	Name, Designation, Address and Telephone No. of Authorized person	
5	Please specify as to whether Tenderer is sole proprietor/ Partnership firm/Private or Limited Company	
6	Name, Address and Telephone No. of Directors/ Partners (please attach separate sheet.)	

7	Name, Address & Contact No.s of Branch Office of Company/firm/Agency in Vellore	
8	PAN number (copy to be attached)	
9	EPF Account No.	
10	ESIC Code No.	
11	GST No.	
12	ISO - 9001 Certification details, if any.	
13	Details of DD	
14	Details of Previous experience	

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the institution in future. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

(Signature of Authorized Signatory
with Date and Seal)

ANNEXURE- II
FINANCIAL BID FOR PROVIDING SECURITY SERVICES
FOR TPGIT, VELLORE

(TO BE PUT IN A SEPARATE SEALED ENVELOPE SUPERSCRIBING "FINANCIAL BID FOR SECURITY SERVICES")

(1) Name of tenderer along with address, e-mail & Telephone No:

(2) Salary quoted for evaluation:

Rs. (figures)(per shift of Eight Hours per person per month):

Rs. (words):

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Owner/Managing
Director/Director with Date)

Name:

Seal: