S.No.______

TENDER APPLICATION FORM

Tender offers should be sent to the undersigned in Wax Sealed Covers superscribing as "Tender for Deploying of Security Personnels / Driver" to be opened on 01.07.2020 at 11.A.M." Last date for receipt of Tenders is on 30.06.2020 up to 5.00 p.m. Tender received after 5.00 p.m. on 30.06.2020 and afterwards either in person or by post will be rejected.

a. Name and Address of the Tenderer (In capitals):

b. Per head / p.m. for 12 hrs.(30 Days)

<table>
<thead>
<tr>
<th>Details of Outsourcing</th>
<th>Minimum Wages</th>
<th>P.F. (13%)</th>
<th>ESI (4%)</th>
<th>GST (18%)</th>
<th>Service charges</th>
<th>Total Amount per head / per month Rs.</th>
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<tbody>
<tr>
<td>Assistant Security Officer</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
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<td>(in the cadre of Junior Assistant)</td>
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<td>Security Guard</td>
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<tr>
<td>(Watchman)</td>
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<tr>
<td>Driver</td>
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</table>

c. Previous Experience: Proof of the establishment in the name of the tenderer for the past three years should be submitted along with the tender documents.

d. Remarks, if any:

e. Previous Experience:

f. Income Tax PAN NO.:

g. Goods & Service Tax No.:

h. Remarks, if any:

I am enclosing the E.M.D amount of Rs.60,000/- vide D.D.No.

Date____________ drawn in favour of "Principal, I.H.M.C.T.A.N., Chennai.113"

I/We _______________________________________________ have gone through the enclosed terms and conditions of the tender and will abide by them as laid down.

Signature and Seal of the Tenderer
INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY & APPLIED NUTRITION
C.I.T. CAMPUS, THARAMANI P.O., CHENNAI.600 113, INDIA.

Terms & Conditions:

ASSISTANT SECURITY OFFICER and SECURITY PERSONNELS:

1. Sealed Tender is invited by the Principal & Secretary, Institute of Hotel Management Catering Technology and Applied Nutrition, Chennai.600 113 for the deployment of following personnel on contractual basis for 12 hours duty per day for a period from **15.07.2020 to 31.05.2021**.

   1. Assistant Security Officer - 2 Nos (1-Day shift/1- Night Shift)
   2. Security Guard - 11 Nos.
   3. Driver - 1 No.

2. Earnest Money Deposit (Refundable) payable is Rs.60,000/- (Rupees Sixty thousand only) for Security Personnel/Driver by means of D.D. only. Tenders without EMD will be rejected. EMD will be refunded except 3 lowest Tenderers. EMD of the rest 2 unsucessful tenderers will be refunded after finalisation of the tender. EMD will not carry any interest. S.S.I/MSME units will be exempted from payment of E.M.D. only when necessary latest certificates of approval by Govt.of India or Govt.of Tamilnadu are enclosed along with the tender documents. Incomplete tender applications or without certificates or without EMD will be rejected.

3. If the tenderer refuses to deploy the personnel for any reason after he is given the Contract order from the date of commencement of the contract, EMD amount deposited will be forfeited.

4. SECURITY DEPOSIT: The successful tenderer will have to pay within 2 days a Security Deposit of 5% of the total amount of contract for 2020-2021. Security Deposit will not carry any interest. EMD of the successful tenderer can be adjusted against the security deposit. If he fails to respond within a week, the EMD paid will be forfeited to the Institute. The successful tenderer if after payment of Security Deposit fails to comply with appointment order from the date specified in the order, the security deposit will also be forfeited to the Institute. Security deposit of the successful tenderer is refundable only after the contract period is over.

5. Last date for receipt of completed tender form is **30.06.2020** up to 5.00 p.m. Tenders will be opened in the presence of the tenderers at 11.00 am on 01.07.2020 and 11 Security Guards / 2 ASO / 01 Driver with Full uniform are to be presented to the Committee for Inspection / Interview.

6. The Institute will not be responsible for any non receipt/delay in transit of tender documents.

Signature and Seal of the Tenderer
7. All the pages of the tender document must be page numbered and each page signed with official seal. Corrections if any must also be attested.

8. Rates must be written both in figures and in words.

9. Tenderers should quote in the same tender forms supplied by this Institute only. Tender received in other than the form supplied by the Institute will be summarily rejected.

10. If the tender is incomplete or not properly filled or if any of the particulars called for in the tender wanting or if Security Guards/ASO's/Driver are not presented for inspection, their tender will be rejected.

11. The Institute reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.

12. The rates once approved are final throughout the contract period and no request for increase of rates during the contract will be entertained in any case. If there is any violation of contract, the Security Deposit will be adjusted or totally forfeited.

13. Quote your rate for deploying well trained Security Personnel for this Institute and attached Hostels for

   Duty Hours : 12 Hours (After doing 1st shift they should not Continue for the next shift)
   No. of Security Guards required : 11 Nos (6 for day shift & 5 for night shift)
   Asst. Security Officer : 2 Ncs (1 for Day shift/1 for Night Shift)

14. Well trained Security Personnel having good physical structure and personal grooming in the age group of 25-50 and having 3 years of experience and able to make strict vigilance to safeguard the Institute property, belongings, Boys & Girls Hostels and inmates of Hostels are required to be deployed. **No payment will be made if the tenderer deploys over aged Security personnel.**

15. The Security Staff deployed should have 3 years of experience and should have been provided with special training schedule for night duty before induction as guards. The guards should have training connected to the Educational Institute / Tourism / Hotel Industry or any other Institutions.

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Signature and Seal of the Tenderer
16. It is preferred that the Security Agency should have good liaison with the local police concerned.

17. Drunkenness or sleeping while on duty by the security personnel deputed. If found will not be permitted and the contract will be terminated without Notice and Security Deposit will be refunded after recovery towards loss etc.

17. Payment will be made every month directly to the agency on receipt of the bill within 10 days. The premises may be inspected during working hours with permission of the Head of Department.

19. You are required to present 2 ASO’s, 11 of your trained security guards and driver before the committee on 01.07.2020 at 11.00 a.m without fail for inspection.

20. You may contact the office during office hours for duties/ responsibilities and any further details.

21. Relievers should be provided for the Security Staff on their leave days, absence or on their day offs. No extra salary will be paid for the relievers. ASO’s and Security guards should be given 1 day off in a week with salary without fail. If no Off is given Salary to the extent will be deducted.

22. Security Guards/ASO’s are not to continue 2nd shift or Security Guards from other units should not be engaged continuously for the 2nd shift at this institute for shortage of staff, for staff not reporting for duty/reporting late or for any other reason.

23. You are required to provide whenever extra security staff are needed to be on duty during interviews, food festivals, institute functions etc.

24. Field Officer should inspect at odd hours in the night and during the day time and give weekly report to the Principal.

25. Field officer should do the shift inspection at odd hours in the night shift without fail.

26. If the tenderer fails to fulfill the agreement conditions and fails to deploy the required personnel, the agreement will be terminated with forfeiture of Security Deposit. The Security Deposit so forfeited will neither be a fine nor is compensation but for the damages sustained as a result of failure.

27. Certificate of Registration as per statutory obligation in respect of P.F and E.S.I. to be enclosed with the tender failing which the tender will be rejected.

Signature and Seal of the Tenderer
28. The tenderer will be responsible for all statutory obligations including Chennai collectorate minimum wages act / ESI / PF etc. and any other liabilities that are in force from time to time for the entire contract period in respect of the workers deployed by the tenderer.

29. All security personnel/Driver should attend duty only with Identity Card issued by the Security Agency, in full uniform, Badges (like Name of ASO, Security Guard with Designation) and Leather shoes etc.,

28. The Committee will be at liberty to cancel the tender at any time, if the terms and conditions are not fulfilled by the tenderer as mentioned in this tender form.

FOR DRIVER

Requirements:

Essential Qualification: “Middle pass with valid driving license for cars and 3 years experience in driving and maintenance of similar vehicles”.

Duty Hours : 7.00 a.m. to 7.00 p.m. (Monday to Saturday)

Period of Contract : For the period from **15.07.2020 to 31.05.2021**.

Duties & Responsibilities:

a. He is required to attend duty regularly without absence.

b. He has to maintain the car in good running condition.

c. Car should be kept clean and maintained well.

d. He may be required to work on holidays & Sundays in case there is any necessity. No extra salary will be paid.

e. He should be in the clean and neat White & White Uniform with Shoes to be provided by the company with Identity Card, badge containing name/Designation.

f. He has to obtain prior permission/approval from the undersigned before availing leave.

g. Salary will be deducted for the leave if applied for by him.

h. If his service is not satisfactory, he will be terminated immediately without any notice.

i. Relievers should be provided for the Driver on his leave days, absence or on his day offs. No extra salary will be paid for the reliever.

j. Driver has to be produced in full uniform at the time of opening of tender for driving test/personal interview before the Committee on **01.07.2020 at 11.00 a.m.**

Signature and Seal of the Tenderer