

**TENDER ENQUIRY FOR  
ROUND THE CLOCK SECURITY SERVICES**

**TENDER NO:  
IMU/V/2014-2015/SECURITY/004  
DATED 28-06-2014**

**INDIAN MARITIME UNIVERSITY  
VISA KHAPATNAM CAMPUS  
GANDHIGRAM  
VISA KHAPATNAM - 530005  
ANDHRA PRADESH**

Telephone-0891-2578360-64  
Fax-0891-2577754  
Email: [it@nsdrc.res.in](mailto:it@nsdrc.res.in)

**NOTICE INVITING TENDER**

1. Sealed Tenders are invited from reputed and well established Security agencies having a minimum experience of 10 Years in the field, for providing round the clock security to Indian Maritime University, Visakhapatnam Campus, (A Central University) for a period of Two years on contract basis / outsourcing basis.
2. The cost of the tender document is Rs.500-00 (Rupees Five Hundred) payable by way of Demand Draft drawn on any Nationalised / Schedule Bank favouring Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The tender document can be downloaded from the website [www.nsdrc.res.in/](http://www.nsdrc.res.in/) [www.nsdrc.com](http://www.nsdrc.com). The tender document can also be downloaded from the website [www.nsdrc.res.in/](http://www.nsdrc.res.in/) / [www.nsdrc.com](http://www.nsdrc.com). In such case the cost of the tender document shall be submitted along with the Technical Bid.
3. Sealed Tender are prepared in accordance with the general conditions enumerated in this tender, shall required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam not later than the date and time mentioned.
4. All Tender must be accompanied by Earnest Money Deposit (EMD) of Rs.90000-00 (Rupees Ninety Thousand) through Demand Draft drawn on any Nationalised/Schedule favouring Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam.
5. The Tender Document is not transferable.
6. Schedule for Invitation to Tender Enquiry
  - a) Place of issue Tender Enquiry Document and address at which the Tender Documents are to be submitted

Director  
Indian Maritime University  
Visakhapatnam Campus  
Gandhigram  
Visahapatnam-530 005

Phone : 0891 - 2578360-64  
Fax : 0891 - 2577754

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- b) Date from which the Tender Document issued  
From 28-06-2014 onwards on all Working Days
  - c) Last Date for submission of the Tender Document both Technical and Financial –  
On or before 1200 Hrs on 21-07-2014
  - d) Date of opening of Tender Document (Technical)  
At 1230 Hrs on 21-07-2014
  - e) Date of opening of Tender Document (Financial) shall be intimated to the technically qualified tenderer.
  - f) The Tender Enquiry shall be valid for 60 days from the date of opening of the technical bid / financial bid.
- 7 Last date for submission/receipt of tender(s) is 21-7-2014 at 1200 Hours and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 1230 Hours in the office of IMU, Visakhapatnam Campus. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the said scheduled date and time will not be considered. No tender by FAX will be entertained.
- 8 Tender document (Technical) shall be opened on the day and time as indicated in this document above. The Tender document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry. Representatives without such authorization not permitted to be present to witness the opening of either technical or financial bid as the case may be the bid.
9. Definitions used in this Document
- Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued / quoted

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- IMUV : Refers to Indian Maritime University, Visakhapatnam Campus Gandhigram, Visakhapatnam
- Contract: Refers to the Agreement entered into between IMU and the Contractor including all attachments and annexes thereto and all documents incorporated by reference therein
- Contractor: Refers to the Contractor who has entered into a contract with IMUV for rendering the services.
- Services: Refers to various services indicated in this Tender Enquiry

**GENERAL CONDITIONS**

1. The present tender is being invited for Security Services under which the Contractor shall provide Round the clock security Services to Visakhapatnam Campus of Indian Maritime University.
2. The tender should be complete in all respects and if the tender is incomplete, the same would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document including all attachments and annexes
3. Tender should be submitted in a sealed cover containing cover I and II separately and super scribed as “Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University”. The tenderer shall clearly write on cover I as “Technical Bid– Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University and on cover II as “Financial Bid” - Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University” and each addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005. The tenderer should also indicate the Name and Address of his firm/agency on all covers.
4. The amount of Earnest Money Deposit is Rs.90000-00 (Rupees Ninety Thousand) and shall be submitted through Demand Draft drawn on any Nationalised / Schedule Bank favouring Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Tender (Technical) submitted and should not be sent separately.
5. The Earnest Money Deposit (EMD) of the Contractors shall be refunded without any interest on signing of the contract with the Contractors. The EMD of the Contractor refunded on submission of Bank Guarantee towards performance of the contract.
6. EMD of the Tenderers will be forfeited if -
  - a) The Tenderers are not willing to abide by the terms and conditions after submission of tender
  - b) The tenderers does not honour the clarifications required by IMUV
  - c) Withdraws the tender before receipt of final acceptance
  - d) Fails to execute an agreement and submission of Bank Guarantee Bond towards security deposit as indicated in this tender within the stipulated time.

**7 Eligibility Criteria**

- a) A well-established Security Services Agency within Andhra Pradesh.
- b) The Security Agency must have minimum 10 Years of experience in the field of providing Security Services.
- c) Must have served reputed organisations within Visakhapatnam District
- d) The agency should have turnover of Rs.50-00 Lakhs (Rupees Fifty Lakhs) in the activity of providing round the clock security Services during the last Three Financial Years (2010-2011, 2011-2012 and 2012-2013)
- e) The agency should have work-orders worth Rs.50-00 Lakhs (Rupees Fifty Lakhs) per annum exclusively in the activity of providing round the clock security Services during the last Three Financial Years (2011-2012, 2012-2013 and 2013-2014)
- f) The Security personnel to be deployed in the Campus must have experience in handling of Fire Fighting System Extinguishers).
- g) The bidder providing security services to this Campus is advised to visit and acquaint himself with the operational system. It shall be deemed that the contractor has undertaken a visit to IMUV and is aware of the operational conditions prior to the submission of the tender documents.
- h) The Tenderers should enclose copies of the following documents or otherwise the tender will be summarily rejected.
  - i) Certificate of Registration/Incorporation
  - ii) PF Code Registration
  - iii) ESI Code Registration
  - iv) Permanent Account Number
  - v) Labour license Registration for Security activity
  - vi) Service Tax Registration with Central Excise Authorities
  - vii) Work Orders in respect of providing Round the Clock Security Services during the years 2011-2012, 2012-2013 and 2013-2014
  - viii) Performance certificate in respect of the providing Round the Clock Security Services during the years 2011-2012, 2012-2013 and 2013-2014.
  - ix) Audited Balance Sheet and Profit and Loss Account for the years 2010-2011, 2011-2012 and 2012-2013

**8      Services**

- a) The Contractor is required to provide the Round the clock Security Services to IMUV on all the seven days in a week including the National and Public Holidays.
- b) The Security Personnel so deployed by the Contractor shall safeguard the Security interests of the property of IMUV.
- c) The Contractor shall be responsible to carry out the required services such as, collecting intelligence reports, follow up with police and other authorities regarding cases in case of any theft, pilferage and damage in the IMUV, on account of any reason whatsoever. The agency shall also follow the due instructions from time to time.
- d) The Contractor and its personnel shall make night rounds in the Campus and check the security aspects and its personnel deployed on duty on regular basis, at least once in a week and submit a report on a monthly basis.
- e) The security personnel so deployed by the Contractor shall record and maintain the information relating to movement of vehicles, personnel and stores and any other relevant information as deemed necessary.
- f) The Security personnel deployed by the Contractor should have the capacity to locate unidentified, unclaimed and suspicious jobs / persons in the premises of IMUV.
- g) The security personnel that are being deployed should be properly trained.
- h) A drill for about half-an-hour may be conducted by the Contractor for the security personnel so deployed on a regular basis preferably for every fifteen days within the premises of IMUV.
- (i) The Contractor shall cooperate and comply with instructions from IMUV. The Contractor shall enforce discipline and good order.
- (j) The Contractor shall not provide such man power, which in the opinion of IMUV that hinders and interfere, with the business operation of IMUV or with the work of any other contractor employed by IMUV.

**9      Personnel, Uniform and Wages**

- a) The Contractor shall deploy the following minimum strength of Security Personnel -

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- i) Security Supervisors 3 Nos.  
(One each in three shifts)
  - ii) Security Guards 16 Nos.  
(Four Guards for each shift in three shifts and Two Guards in General Shift)
  - iii) Out of the above 16 Number Guards, 2 No. Guards will be deployed at Sabbavaram site.
- b) The Security Guards deployed at Sabbavaram site shall look after the land to avoid trespassers and encroachments and they should be provided:
- i) Mobile phones for communicating
  - ii) Rain coats
  - iii) Umbrellas
  - iv) Torch Lights and Sticks
- c) The Management reserves the right to deploy the number of personnel at Sabbavaram site as per the requirement from time to time.
- d) The Management reserves the right to increase or decrease the number of personnel.
- e) In the event of increase in the personnel, the charges will be same as per the quote applicable to respective category including service charges etc.
- f) Eligibility of the personnel engaged
- i) Security Supervisor - Should be an ex-serviceman in the age group of 35 years to 50 years.
  - ii) Security Guards - Should be SSC passed, Healthy and Well Built and shall not be below 18 years and not above 50 years of age
- For Clause (i) and (ii), age proof and other relevant certificates are to be given on signing the contract and at each time when the personnel deployed are changed by the contractor.
- g) The Contractor shall provide replacement of prescribed strength in case of absenteeism, to ensure, the minimum Security Personnel deployed and available in each shift. In case if the full strength is not present for any shift during that period a penalty of 2% will be levied on the monthly bill.

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- h) The Contractor is required to ensure certificates from police authorities with regard to the antecedents, conduct and character of each of the security personnel deployed. The antecedent's certificates should be made available to the Management as and when required. The security personnel if involved in any Criminal proceedings after being deployed at Visakhapatnam Campus by the agency such personnel will not be allowed to continue and the agency has to deploy alternate security personnel.
- i) The security personnel deployed by the Contractor should be well aware of the languages of Hindi, English and Telugu.
- j) If the security personnel deployed by the Contractor in IMUV are not found suitable, the IMUV reserves the right to direct the Contractor for any reason whatsoever to suitably replace such security personnel immediately, failing which the Contractor will be levied with a penalty of 2% on monthly bill.
- k) The Security Personnel so deployed by the Contractor should be provided with uniform, rain protective equipment and torchlight, adequate number of good bamboo sticks and such other things as required for safety of the security personnel and for the campus.
- l) The security personnel deployed by the Contractor shall be provided with uniforms to the security personnel at the cost of the Contractor. The Contractor shall ensure that the security personnel shall always wear uniforms and carry / wear identity cards with them for verification while working in the Campus. A whistle shall also be provided to the security personnel.
- m) Wages to the Personnel so engaged by the Contractor shall not be less than the rates notified in the "Gazette Notification" issued by the Central Government Notification from time to time with regard to minimum wages applicable to the respective category and to adopt the latest revisions with regard to Provident and ESI etc. The liability towards payment/compensation for Leave Salary, Reliever charges are to be borne by the Contractor while carrying out the services.
- n) The payments to the security personnel shall be made on or before 7<sup>th</sup> of each month at the premises of IMUV and before the Management representative of the IMUV. Failure to do so, a penalty of 2% on the monthly contract value shall be levied.
- o) The requirement of personnel as specified at (a) above can vary based on the requirements of IMUV. In such case, the charges quoted by the tenderer shall be proportionate with reference to the actual personnel deployed.

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- 10 After finalisation of bids received, IMUV would intimate the award of Contract to the Contractor. The Contractor shall enter into an agreement covering the entire scope of services with IMUV within one week from the date of issue of the order.
- 11 An amount equivalent to 10% on the monthly bills during the contract period will be retained towards performance guarantee and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations. It shall also be valid in case of termination of the contract by giving reasonable notice period. No interest will be paid for the amount being retained as performance guarantee.
- 12 The Contractor shall purchase and maintain such insurance at its own cost, in addition to the insurance coverage statutorily required to cover any bodily injury, disability benefits and death of its security guards. All liabilities arising out of accident or death while on duty shall be borne by the contractor. The Contractor shall provide IMU with current insurance certificates while entering the agreement.
- 13 The safety of the property of IMUV will be the Contractor's responsibility and the Contractor shall indemnify IMUV for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Security Personnel so deployed. The loss shall be recovered based on the market value of the product from the monthly bills of the contractor.
- 14 The Contractor shall be paid against monthly bills to be submitted at the agreed rates and payment will be released to the Contractor within 15 days from the date of submission of the bill.
- 15 The applicable Tax will be deducted at source from Contractor's bill as per Government instructions from time to time.
- 16 The Services Tax will be reimbursed at actual on submission of proof of payment to the Central Government Account.
- 17 The Contract will be valid for a period of Two Years from the date of awarding the contract and can be extended if agreed by both the parties.
- 18 The Contractor will maintain a register on 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.

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- 19 Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 20 The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff of this campus / dignitaries and other officials visiting the campus and should project an image of utmost discipline.
- 21 The Eight Hours shift generally will be from 0600 to 1400 Hrs, 1400 to 2200 hrs and 2200 hrs to 0600 hours. The personnel will have to report at security office at least 15 minutes in advancement of the commencement of the shift or for collecting necessary documents / instructions, and to complete all other required formalities as approved by the IMU.
- 22 In case if any complaint is received, attributable to misconduct / misbehaviour of the contractor's personnel so deployed, the concerned security personnel shall be stopped immediately from attending duties and a penalty of Rs.500-00 shall be levied and the same shall be deducted from contractor's bills.
- 23 The contractor shall deploy his personnel only after obtaining the approval of IMUV duly submitting curriculum vitae (CV) of these personnel, the IMUV shall be informed at least one week in advance and contractor shall be required to obtain the IMUV's approval for all such changes along with their CVs.
- 24 **Force Majeure**
- If at any time during the currency of the contract, either party is subjected to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a mutually agreed period to if any or seven days, whichever is more, either party may its option terminate the contract.
- 25 If any money shall, as the result of any instructions from the Labour Authorities or claim or application made under any of the Labour laws or regulations, be directed to be paid by IMUV, such money shall be deemed to be payable by the contractor to IMUV within seven

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- days. The IMUV shall be entitled to recover the amount from the Contractor by deduction from money due to the Contractor or from the Performance Security.
- 26 The contractor shall indemnify and hold the IMUV harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- 27 The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.
- 28 The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. IMUV will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
- 29 Security staff engaged by the contractor shall not take part in any staff union and association activities.
- 30 The contractor shall bear all the expenses incurred on the following items i.e., Provision of torches and cells, lathis and other implements to security staff.
- 31 The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the IMUV.
- 32 The contractor shall disburse the wages to the personnel deployed in IMUV every month through Bank and proof in respect of the same shall be submitted to IMUV along with monthly bill.
- 33 The contractor should have round the clock control room service along with quick response teams to deal with emergent situations.
- 34 **Bid Prices**
- a) Bidder shall quote the prices in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of Security Services at Indian Maritime University, Visakhapatnam Campus. This includes all the liabilities of the Contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF

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- contributions, service charges, all kinds of taxes etc., which should be clearly stated by the contractor.
- b) The rates and prices quoted by the Bidder shall be inclusive of Service Tax.
  - c) The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF Contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
  - d) Conditions bids / offers will be summarily rejected.

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**TECHNICAL BID**

1. Name of Tenderer : \_\_\_\_\_
2. Type of Organisation : \_\_\_\_\_  
(Proprietary / Partnership **Indicate whether documentary proof enclosed**  
Society / Company) **Yes / No**  
(Enclose Documentary Proof)
3. Date of Incorporation / Inception : \_\_\_\_\_  
(Enclose documentary Proof) **Indicate whether documentary proof enclosed**  
**Yes / No**
4. Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_
- Fax No : \_\_\_\_\_
- E Mail : \_\_\_\_\_
5. Address of Local Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_
- Fax No : \_\_\_\_\_
- E Mail : \_\_\_\_\_

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|--------------------|--|----------------------------|--|--------------------|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| 6.                 | Registration for Manpower supply/<br>License to Act as Private Security<br>Agency  | :                          | _____  |                    |                         |           |           |           |           |           |           |
| 7.                 | PF Code No.<br>(Attach Proof of Registration)  | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>   |                    |                         |           |           |           |           |           |           |
| 8.                 | ESI Code No.<br>(Attach Proof of Registration)   | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>   |                    |                         |           |           |           |           |           |           |
| 9.                 | Service Tax Registration No.<br>(Attach Proof of Registration)   | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>   |                    |                         |           |           |           |           |           |           |
| 10.                | Permanent Account Number<br>Issued by the Income Tax Authorities<br>(Attach copy of the PAN Card)  | :<br>:<br>:                | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>   |                    |                         |           |           |           |           |           |           |
| 11.                | Turnover of agency for last three<br>Years (Attach audited Balance<br>Sheet and Profit and Loss<br>Account of last three<br>Financial Years i.e., 2010-2011<br>2011-2012 and 2012-2013                                       | :<br>:<br>:<br>:<br>:<br>: | <table border="0"> <tr> <td style="text-align: center;"><b><u>Year</u></b></td> <td style="text-align: center;"><b><u>Turn over</u></b></td> </tr> <tr> <td style="text-align: center;">2010-2011</td> <td style="text-align: center;">Rs. _____</td> </tr> <tr> <td style="text-align: center;">2011-2012</td> <td style="text-align: center;">Rs. _____</td> </tr> <tr> <td style="text-align: center;">2012-2013</td> <td style="text-align: center;">Rs. _____</td> </tr> </table> | <b><u>Year</u></b> | <b><u>Turn over</u></b> | 2010-2011 | Rs. _____ | 2011-2012 | Rs. _____ | 2012-2013 | Rs. _____ |
| <b><u>Year</u></b> | <b><u>Turn over</u></b>  |                            |  |                    |                         |           |           |           |           |           |           |
| 2010-2011          | Rs. _____  |                            |  |                    |                         |           |           |           |           |           |           |
| 2011-2012          | Rs. _____  |                            |  |                    |                         |           |           |           |           |           |           |
| 2012-2013          | Rs. _____  |                            |  |                    |                         |           |           |           |           |           |           |
| 12.                | Income Tax Returns for the<br>Financial Years 2010-2011,<br>2011-2012 and 2012-2013  | :<br>:<br>:                | <b>Indicate whether documentary proof enclosed</b><br><br>Yes / No   |                    |                         |           |           |           |           |           |           |
| 13.                | Details of Security Jobs<br>carried out during last three<br>Years i.e., 2011-2012, 2012-2013<br>and 2013-2014 including value<br>of each job with a consolidated<br>Statement as per Annexure<br>(Attach documentary Proof) | :<br>:<br>:<br>:           | <b>Indicate whether documentary proof enclosed</b><br><br>Yes / No   |                    |                         |           |           |           |           |           |           |

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14. Satisfactory Performance : Indicate whether documentary proof enclosed  
Certificates from the organizations :  
where the Contractor has supplied : Yes / No  
a group of more than 10 persons  
at a time for Security Services  
during the last three years  
(Attach documentary Proof)

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

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**Annexure to the SI.No.13 of the Technical Bid**

Sl. No.	Organisation	Period		Details of Security Jobs Carried out during the last three years	Contract / Order Value Rs.
		From	To		

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

Annexure to the SI.No.14 of the Technical Bid

**DETAILS OF PERFORMANCE CERTIFICATES**  
**IN RESPECT OF SECURITY JOBS PERFORMED**

Sl. No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

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**SCHEDULE OF RATES FOR SECURITY SERVICES  
(PRICE BID)**

Sl. No	Particulars	Security Supervisor (Rate per Person per Month)  (In Rs.)	Security Guard (Rate per Person per Month)  (In Rs.)
1	Basic Rate (Minimum Wage)		
2	Weekly Rest Pay		
3	Provident Fund @ 13.61%		
4	ESI @ 4.75%		
5	Leave Wages		
6	Total (1 to 5)		
7	Service Charges (Percentage to be indicated)		
8	Total (6 + 7)		
9	Service Tax on Column (8)		
Total per month (in Figures)			
Total per month (in Words)			

**SUMMARY OF PRICE BID**

Category	Nos.	Rate per month In Rs.	Total Per month (Rs. in Figures)	Total Per month (Rs. in Words)
Security Supervisions	3			
Security Guards	16			
<b>Grand Total</b>				

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

**NOTICE INVITING TENDER**

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2. The cost of the tender document is Rs.500-00 (Rupees Five Hundred) payable by way of Demand Draft drawn on any Nationalised / Schedule Bank favouring Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The tender document can be downloaded from the website [www.nsdrc.res.in/](http://www.nsdrc.res.in/) [www.nsdrc.com](http://www.nsdrc.com). The tender document can also be downloaded from the website [www.nsdrc.res.in/](http://www.nsdrc.res.in/) / [www.nsdrc.com](http://www.nsdrc.com). In such case the cost of the tender document shall be submitted along with the Technical Bid.
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Director  
Indian Maritime University  
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Gandhigram  
Visahapatnam-530 005

Phone : 0891 - 2578360-64  
Fax : 0891 - 2577754

**Tender Enquiry for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University - Tender No.IMU/V/2014-2015/SECURITY/004/ dated 28-06-2014**

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- b) Date from which the Tender Document issued  
From 28-06-2014 onwards on all Working Days
  - c) Last Date for submission of the Tender Document both Technical and Financial –  
On or before 1200 Hrs on 21-07-2014
  - d) Date of opening of Tender Document (Technical)  
At 1230 Hrs on 21-07-2014
  - e) Date of opening of Tender Document (Financial) shall be intimated to the technically qualified tenderer.
  - f) The Tender Enquiry shall be valid for 60 days from the date of opening of the technical bid / financial bid.
- 7 Last date for submission/receipt of tender(s) is 21-7-2014 at 1200 Hours and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 1230 Hours in the office of IMU, Visakhapatnam Campus. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the said scheduled date and time will not be considered. No tender by FAX will be entertained.
- 8 Tender document (Technical) shall be opened on the day and time as indicated in this document above. The Tender document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry. Representatives without such authorization not permitted to be present to witness the opening of either technical or financial bid as the case may be the bid.
9. Definitions used in this Document
- Tenderer: Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued / quoted

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- IMUV : Refers to Indian Maritime University, Visakhapatnam Campus Gandhigram, Visakhapatnam
- Contract: Refers to the Agreement entered into between IMU and the Contractor including all attachments and annexes thereto and all documents incorporated by reference therein
- Contractor: Refers to the Contractor who has entered into a contract with IMUV for rendering the services.
- Services: Refers to various services indicated in this Tender Enquiry

**GENERAL CONDITIONS**

1. The present tender is being invited for Security Services under which the Contractor shall provide Round the clock security Services to Visakhapatnam Campus of Indian Maritime University.
2. The tender should be complete in all respects and if the tender is incomplete, the same would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document including all attachments and annexes
3. Tender should be submitted in a sealed cover containing cover I and II separately and super scribed as “Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University”. The tenderer shall clearly write on cover I as “Technical Bid– Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University and on cover II as “Financial Bid” - Tender for Round the Clock Security Services to Visakhapatnam Campus of Indian Maritime University” and each addressed to The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005. The tenderer should also indicate the Name and Address of his firm/agency on all covers.
4. The amount of Earnest Money Deposit is Rs.90000-00 (Rupees Ninety Thousand) and shall be submitted through Demand Draft drawn on any Nationalised / Schedule Bank favouring Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Tender (Technical) submitted and should not be sent separately.
5. The Earnest Money Deposit (EMD) of the Contractors shall be refunded without any interest on signing of the contract with the Contractors. The EMD of the Contractor refunded on submission of Bank Guarantee towards performance of the contract.
6. EMD of the Tenderers will be forfeited if -
  - a) The Tenderers are not willing to abide by the terms and conditions after submission of tender
  - b) The tenderers does not honour the clarifications required by IMUV
  - c) Withdraws the tender before receipt of final acceptance
  - d) Fails to execute an agreement and submission of Bank Guarantee Bond towards security deposit as indicated in this tender within the stipulated time.

**7 Eligibility Criteria**

- a) A well-established Security Services Agency within Andhra Pradesh.
- b) The Security Agency must have minimum 10 Years of experience in the field of providing Security Services.
- c) Must have served reputed organisations within Visakhapatnam District
- d) The agency should have turnover of Rs.50-00 Lakhs (Rupees Fifty Lakhs) in the activity of providing round the clock security Services during the last Three Financial Years (2010-2011, 2011-2012 and 2012-2013)
- e) The agency should have work-orders worth Rs.50-00 Lakhs (Rupees Fifty Lakhs) per annum exclusively in the activity of providing round the clock security Services during the last Three Financial Years (2011-2012, 2012-2013 and 2013-2014)
- f) The Security personnel to be deployed in the Campus must have experience in handling of Fire Fighting System Extinguishers).
- g) The bidder providing security services to this Campus is advised to visit and acquaint himself with the operational system. It shall be deemed that the contractor has undertaken a visit to IMUV and is aware of the operational conditions prior to the submission of the tender documents.
- h) The Tenderers should enclose copies of the following documents or otherwise the tender will be summarily rejected.
  - i) Certificate of Registration/Incorporation
  - ii) PF Code Registration
  - iii) ESI Code Registration
  - iv) Permanent Account Number
  - v) Labour license Registration for Security activity
  - vi) Service Tax Registration with Central Excise Authorities
  - vii) Work Orders in respect of providing Round the Clock Security Services during the years 2011-2012, 2012-2013 and 2013-2014
  - viii) Performance certificate in respect of the providing Round the Clock Security Services during the years 2011-2012, 2012-2013 and 2013-2014.
  - ix) Audited Balance Sheet and Profit and Loss Account for the years 2010-2011, 2011-2012 and 2012-2013

**8      Services**

- a) The Contractor is required to provide the Round the clock Security Services to IMUV on all the seven days in a week including the National and Public Holidays.
- b) The Security Personnel so deployed by the Contractor shall safeguard the Security interests of the property of IMUV.
- c) The Contractor shall be responsible to carry out the required services such as, collecting intelligence reports, follow up with police and other authorities regarding cases in case of any theft, pilferage and damage in the IMUV, on account of any reason whatsoever. The agency shall also follow the due instructions from time to time.
- d) The Contractor and its personnel shall make night rounds in the Campus and check the security aspects and its personnel deployed on duty on regular basis, at least once in a week and submit a report on a monthly basis.
- e) The security personnel so deployed by the Contractor shall record and maintain the information relating to movement of vehicles, personnel and stores and any other relevant information as deemed necessary.
- f) The Security personnel deployed by the Contractor should have the capacity to locate unidentified, unclaimed and suspicious jobs / persons in the premises of IMUV.
- g) The security personnel that are being deployed should be properly trained.
- h) A drill for about half-an-hour may be conducted by the Contractor for the security personnel so deployed on a regular basis preferably for every fifteen days within the premises of IMUV.
- (i) The Contractor shall cooperate and comply with instructions from IMUV. The Contractor shall enforce discipline and good order.
- (j) The Contractor shall not provide such man power, which in the opinion of IMUV that hinders and interfere, with the business operation of IMUV or with the work of any other contractor employed by IMUV.

**9      Personnel, Uniform and Wages**

- a) The Contractor shall deploy the following minimum strength of Security Personnel -

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- i) Security Supervisors 3 Nos.  
(One each in three shifts)
  - ii) Security Guards 16 Nos.  
(Four Guards for each shift in three shifts and Two Guards in General Shift)
  - iii) Out of the above 16 Number Guards, 2 No. Guards will be deployed at Sabbavaram site.
- b) The Security Guards deployed at Sabbavaram site shall look after the land to avoid trespassers and encroachments and they should be provided:
- i) Mobile phones for communicating
  - ii) Rain coats
  - iii) Umbrellas
  - iv) Torch Lights and Sticks
- c) The Management reserves the right to deploy the number of personnel at Sabbavaram site as per the requirement from time to time.
- d) The Management reserves the right to increase or decrease the number of personnel.
- e) In the event of increase in the personnel, the charges will be same as per the quote applicable to respective category including service charges etc.
- f) Eligibility of the personnel engaged
- i) Security Supervisor - Should be an ex-serviceman in the age group of 35 years to 50 years.
  - ii) Security Guards - Should be SSC passed, Healthy and Well Built and shall not be below 18 years and not above 50 years of age
- For Clause (i) and (ii), age proof and other relevant certificates are to be given on signing the contract and at each time when the personnel deployed are changed by the contractor.
- g) The Contractor shall provide replacement of prescribed strength in case of absenteeism, to ensure, the minimum Security Personnel deployed and available in each shift. In case if the full strength is not present for any shift during that period a penalty of 2% will be levied on the monthly bill.

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- h) The Contractor is required to ensure certificates from police authorities with regard to the antecedents, conduct and character of each of the security personnel deployed. The antecedent's certificates should be made available to the Management as and when required. The security personnel if involved in any Criminal proceedings after being deployed at Visakhapatnam Campus by the agency such personnel will not be allowed to continue and the agency has to deploy alternate security personnel.
- i) The security personnel deployed by the Contractor should be well aware of the languages of Hindi, English and Telugu.
- j) If the security personnel deployed by the Contractor in IMUV are not found suitable, the IMUV reserves the right to direct the Contractor for any reason whatsoever to suitably replace such security personnel immediately, failing which the Contractor will be levied with a penalty of 2% on monthly bill.
- k) The Security Personnel so deployed by the Contractor should be provided with uniform, rain protective equipment and torchlight, adequate number of good bamboo sticks and such other things as required for safety of the security personnel and for the campus.
- l) The security personnel deployed by the Contractor shall be provided with uniforms to the security personnel at the cost of the Contractor. The Contractor shall ensure that the security personnel shall always wear uniforms and carry / wear identity cards with them for verification while working in the Campus. A whistle shall also be provided to the security personnel.
- m) Wages to the Personnel so engaged by the Contractor shall not be less than the rates notified in the "Gazette Notification" issued by the Central Government Notification from time to time with regard to minimum wages applicable to the respective category and to adopt the latest revisions with regard to Provident and ESI etc. The liability towards payment/compensation for Leave Salary, Reliever charges are to be borne by the Contractor while carrying out the services.
- n) The payments to the security personnel shall be made on or before 7<sup>th</sup> of each month at the premises of IMUV and before the Management representative of the IMUV. Failure to do so, a penalty of 2% on the monthly contract value shall be levied.
- o) The requirement of personnel as specified at (a) above can vary based on the requirements of IMUV. In such case, the charges quoted by the tenderer shall be proportionate with reference to the actual personnel deployed.

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- 10 After finalisation of bids received, IMUV would intimate the award of Contract to the Contractor. The Contractor shall enter into an agreement covering the entire scope of services with IMUV within one week from the date of issue of the order.
- 11 An amount equivalent to 10% on the monthly bills during the contract period will be retained towards performance guarantee and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations. It shall also be valid in case of termination of the contract by giving reasonable notice period. No interest will be paid for the amount being retained as performance guarantee.
- 12 The Contractor shall purchase and maintain such insurance at its own cost, in addition to the insurance coverage statutorily required to cover any bodily injury, disability benefits and death of its security guards. All liabilities arising out of accident or death while on duty shall be borne by the contractor. The Contractor shall provide IMU with current insurance certificates while entering the agreement.
- 13 The safety of the property of IMUV will be the Contractor's responsibility and the Contractor shall indemnify IMUV for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Security Personnel so deployed. The loss shall be recovered based on the market value of the product from the monthly bills of the contractor.
- 14 The Contractor shall be paid against monthly bills to be submitted at the agreed rates and payment will be released to the Contractor within 15 days from the date of submission of the bill.
- 15 The applicable Tax will be deducted at source from Contractor's bill as per Government instructions from time to time.
- 16 The Services Tax will be reimbursed at actual on submission of proof of payment to the Central Government Account.
- 17 The Contract will be valid for a period of Two Years from the date of awarding the contract and can be extended if agreed by both the parties.
- 18 The Contractor will maintain a register on 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.

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- 19 Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 20 The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff of this campus / dignitaries and other officials visiting the campus and should project an image of utmost discipline.
- 21 The Eight Hours shift generally will be from 0600 to 1400 Hrs, 1400 to 2200 hrs and 2200 hrs to 0600 hours. The personnel will have to report at security office at least 15 minutes in advancement of the commencement of the shift or for collecting necessary documents / instructions, and to complete all other required formalities as approved by the IMU.
- 22 In case if any complaint is received, attributable to misconduct / misbehaviour of the contractor's personnel so deployed, the concerned security personnel shall be stopped immediately from attending duties and a penalty of Rs.500-00 shall be levied and the same shall be deducted from contractor's bills.
- 23 The contractor shall deploy his personnel only after obtaining the approval of IMUV duly submitting curriculum vitae (CV) of these personnel, the IMUV shall be informed at least one week in advance and contractor shall be required to obtain the IMUV's approval for all such changes along with their CVs.
- 24 **Force Majeure**
- If at any time during the currency of the contract, either party is subjected to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a mutually agreed period to if any or seven days, whichever is more, either party may its option terminate the contract.
- 25 If any money shall, as the result of any instructions from the Labour Authorities or claim or application made under any of the Labour laws or regulations, be directed to be paid by IMUV, such money shall be deemed to be payable by the contractor to IMUV within seven

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- days. The IMUV shall be entitled to recover the amount from the Contractor by deduction from money due to the Contractor or from the Performance Security.
- 26 The contractor shall indemnify and hold the IMUV harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- 27 The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.
- 28 The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. IMUV will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
- 29 Security staff engaged by the contractor shall not take part in any staff union and association activities.
- 30 The contractor shall bear all the expenses incurred on the following items i.e., Provision of torches and cells, lathis and other implements to security staff.
- 31 The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the IMUV.
- 32 The contractor shall disburse the wages to the personnel deployed in IMUV every month through Bank and proof in respect of the same shall be submitted to IMUV along with monthly bill.
- 33 The contractor should have round the clock control room service along with quick response teams to deal with emergent situations.
- 34 **Bid Prices**
- a) Bidder shall quote the prices in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of Security Services at Indian Maritime University, Visakhapatnam Campus. This includes all the liabilities of the Contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF

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- contributions, service charges, all kinds of taxes etc., which should be clearly stated by the contractor.
- b) The rates and prices quoted by the Bidder shall be inclusive of Service Tax.
  - c) The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum Wages, ESI, PF Contributions, wages for leave reserve, service charges, all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.
  - d) Conditions bids / offers will be summarily rejected.

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**TECHNICAL BID**

1. Name of Tenderer : \_\_\_\_\_
2. Type of Organisation : \_\_\_\_\_  
(Proprietary / Partnership **Indicate whether documentary proof enclosed**  
Society / Company) **Yes / No**  
(Enclose Documentary Proof)
3. Date of Incorporation / Inception : \_\_\_\_\_  
(Enclose documentary Proof) **Indicate whether documentary proof enclosed**  
**Yes / No**
4. Address of Registered Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_
- Fax No : \_\_\_\_\_
- E Mail : \_\_\_\_\_
5. Address of Local Office : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone No : \_\_\_\_\_
- Fax No : \_\_\_\_\_
- E Mail : \_\_\_\_\_

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|--------------------|--|----------------------------|---|--------------------|-------------------------|-----------|----------|-----------|----------|-----------|----------|
| 6.                 | Registration for Manpower supply/<br>License to Act as Private Security<br>Agency  | :                          | _____   |                    |                         |           |          |           |          |           |          |
| 7.                 | PF Code No.<br>(Attach Proof of Registration)  | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>  |                    |                         |           |          |           |          |           |          |
| 8.                 | ESI Code No.<br>(Attach Proof of Registration)   | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>  |                    |                         |           |          |           |          |           |          |
| 9.                 | Service Tax Registration No.<br>(Attach Proof of Registration)   | :                          | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>  |                    |                         |           |          |           |          |           |          |
| 10.                | Permanent Account Number<br>Issued by the Income Tax Authorities<br>(Attach copy of the PAN Card)  | :<br>:<br>:                | _____<br><b>Indicate whether documentary proof enclosed<br/>Yes / No</b>  |                    |                         |           |          |           |          |           |          |
| 11.                | Turnover of agency for last three<br>Years (Attach audited Balance<br>Sheet and Profit and Loss<br>Account of last three<br>Financial Years i.e., 2010-2011<br>2011-2012 and 2012-2013                                       | :<br>:<br>:<br>:<br>:<br>: | <table border="0"> <tr> <td style="text-align: center;"><b><u>Year</u></b></td> <td style="text-align: center;"><b><u>Turn over</u></b></td> </tr> <tr> <td style="text-align: center;">2010-2011</td> <td style="text-align: center;">Rs._____</td> </tr> <tr> <td style="text-align: center;">2011-2012</td> <td style="text-align: center;">Rs._____</td> </tr> <tr> <td style="text-align: center;">2012-2013</td> <td style="text-align: center;">Rs._____</td> </tr> </table> | <b><u>Year</u></b> | <b><u>Turn over</u></b> | 2010-2011 | Rs._____ | 2011-2012 | Rs._____ | 2012-2013 | Rs._____ |
| <b><u>Year</u></b> | <b><u>Turn over</u></b>  |                            |   |                    |                         |           |          |           |          |           |          |
| 2010-2011          | Rs._____   |                            |   |                    |                         |           |          |           |          |           |          |
| 2011-2012          | Rs._____   |                            |   |                    |                         |           |          |           |          |           |          |
| 2012-2013          | Rs._____   |                            |   |                    |                         |           |          |           |          |           |          |
| 12.                | Income Tax Returns for the<br>Financial Years 2010-2011,<br>2011-2012 and 2012-2013  | :<br>:<br>:                | <b>Indicate whether documentary proof enclosed</b><br><br>Yes / No  |                    |                         |           |          |           |          |           |          |
| 13.                | Details of Security Jobs<br>carried out during last three<br>Years i.e., 2011-2012, 2012-2013<br>and 2013-2014 including value<br>of each job with a consolidated<br>Statement as per Annexure<br>(Attach documentary Proof) | :<br>:<br>:<br>:           | <b>Indicate whether documentary proof enclosed</b><br><br>Yes / No  |                    |                         |           |          |           |          |           |          |

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14. Satisfactory Performance : Indicate whether documentary proof enclosed  
Certificates from the organizations :  
where the Contractor has supplied : Yes / No  
a group of more than 10 persons  
at a time for Security Services  
during the last three years  
(Attach documentary Proof)

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

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**Annexure to the SI.No.13 of the Technical Bid**

Sl. No.	Organisation	Period		Details of Security Jobs Carried out during the last three years	Contract / Order Value Rs.
		From	To		

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

Annexure to the SI.No.14 of the Technical Bid

**DETAILS OF PERFORMANCE CERTIFICATES**  
**IN RESPECT OF SECURITY JOBS PERFORMED**

Sl. No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date:

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**SCHEDULE OF RATES FOR SECURITY SERVICES  
(PRICE BID)**

Sl. No	Particulars	Security Supervisor (Rate per Person per Month)  (In Rs.)	Security Guard (Rate per Person per Month)  (In Rs.)
1	Basic Rate (Minimum Wage)		
2	Weekly Rest Pay		
3	Provident Fund @ 13.61%		
4	ESI @ 4.75%		
5	Leave Wages		
6	Total (1 to 5)		
7	Service Charges (Percentage to be indicated)		
8	Total (6 + 7)		
9	Service Tax on Column (8)		
Total per month (in Figures)			
Total per month (in Words)			

**SUMMARY OF PRICE BID**

Category	Nos.	Rate per month In Rs.	Total Per month (Rs. in Figures)	Total Per month (Rs. in Words)
Security Supervisions	3			
Security Guards	16			
<b>Grand Total</b>				

Place:

**SIGNATURE OF THE TENDERER WITH SEAL**

Date: