



INDIAN MARITIME UNIVERSITY

(A Central University)

Ministry of Shipping, Govt. Of India

East Coast Road, Uthandi, Chennai-600119

CHENNAI CAMPUS

TENDER FOR

**“PROVIDING SECURITY SERVICE AT
INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS”**

TENDER NO.IMU/CC/PUR/SECURITY/2019

VOLUME-I

TECHNICAL BID

Cost of Tender Form : NIL
Last Date for Submission : 1100 HRS on 24.09.2019
Date & Time of Opening : 1130 HRS on 24.09.2019



INDIAN MARITIME UNIVERSITY

(A Central University)

EAST COAST ROAD, UTHANDI, CHENNAI – 600119.

Sealed tenders are invited under **Two cover system**, from the Contractors who satisfy the eligibility conditions for the following works:

Name of work & Tender No.	EMD& Cost of Tender Document	Last date for Submission & Date of opening
Tender for "Providing Security service at Indian Maritime University, Chennai Campus" "IMU/CC/PUR/SECURITY/2019" Estimated Cost: Rs.70.00 Lakh per Annum	Rs.2,10,000/- & Rs.NIL	24.09.2019 up to 1100 HRS & 24.09.2019 At 1130 HRS

PRE-BID MEETING SCHEDULE:13.09.2019 on 1100 HRS at Conference Hall 1st Floor, IMU-Chennai Campus.

The Tenders forms and other conditions / details can be obtained from IMU website www.imu.edu.in

DEPUTY REGISTRAR

**INDIAN MARITIME UNIVERSITY
CHENNAI CAMPUS**

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Tender for Providing Security Services at IMU Chennai Campus

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NOTICE INVITING TENDER (NIT)

Ref: IMU/CC/PUR/SECURITY/2019Dated:04-09-2019

To,

The prospective bidder(s)

Dear Sir(s)

Sub: Tender for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi".

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India, invites Sealed/Tamper Proof Tenders in two cover system(Technical Bid & Financial Bid) from reputed Agencies for "Providing Security Service at Indian Maritime University-Chennai Campus", who have carried out works of similar nature and magnitude in last three years in respect of following work.

Name of work : PROVIDING SECURITY SERVICE AT INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS AT UTHANDI FOR ONE YEAR

Cost of tender document : NIL

Estimated cost of work : ₹ 70.00 Lakhs

Earnest Money Deposit : ₹ 2,10,000/-

Period of contract : 01 Year initially and further subject to another 02 extensions/renewals of 1 year each based on satisfactory performance, payment of revised wages & other tender terms

Place of submission : Tender Box kept in the office of the Deputy Registrar (Admin), IMU-Chennai Campus, ECR, Uthandi, Chennai 600119

Pre-Bid Meeting : 13.09.2019 on 1100 HRS at Conference Hall 1st Floor, IMU-Chennai Campus

Last Date of submission : 24.09.2019 at 1100 HRS

Date of opening : 24.09.2019 at 1130 HRS

Validity period of tenders for acceptance : 90 days from date of submission

The detailed Tender Document for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi" can be downloaded from IMU website www.imu.edu.in.

You are requested to inspect the site and also to make the local inquiries before filling this tender so as to acquaint yourself/yourselves with local conditions etc. The Indian Maritime University, Chennai Campus has also scheduled a **pre-bid meeting on 13th September, 2019 at 1100 HRS in the Conference Hall, 1st Floor, IMU-Chennai Campus** to facilitate the bidders and all the firms interested to bid are requested to attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote.

The tender documents are to be submitted in tender box kept in the Office of the Deputy Registrar (Admin), IMU-Chennai Campus. The bidder may also send the bid documents by Courier/Post, addressed to "**The Deputy Registrar (Admin), Indian Maritime University – Chennai Campus, East Coast Road, Chennai 600119**", so as to reach the University not later than **1100 HRS on 24.09.2019**.

It is the responsibility of the tenderer to ensure that the tender reaches the Deputy Registrar (Admin)'s office before the scheduled Time mentioned above. Tenders received / submitted after the stipulated time will be summarily rejected. The tenders (Technical Bid) will be opened **at 1130 HRS on 24.09.2019** in the

Conference Hall, 1stFloor, IMU-Chennai Campus, East Coast Road, Uthandi, Chennai 600119 and interested tenderers may be present at the time of tender opening along with authorization letter.

Tender must be accompanied by Earnest Money Deposit (EMD) of ₹ **2,10,000.00 (Rupees Two Lakh Ten Thousand only)** in the form of Demand Draft drawn in the name of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" from a nationalized or a scheduled bank payable at Chennai. The EMD will be returned to unsuccessful tenderers within one month of award of this contract. The earnest money of the successful tenderer will be adjusted against security deposit and will be kept as part of initial contract deposit for due execution of the contract. The security deposit/EMD will not bear any interest. However, the firm possessing valid NSIC/MSME certificate are exempted from payment of EMD fee subject to enclosing the copy of such valid certificate in the technical bid cover.

The bid for the work shall remain valid for a period of 90 days from the date of opening of tender. The university shall without prejudice to any other right or remedy, be at liberty to forfeit the EMD / Security Deposit, if any tenderer/contractor:

- (i) withdraws his offer before the aforesaid validity period, or
- (ii) makes any modification in the terms and conditions of the tender, or
- (iii) fails to commence the work within prescribed time, or
- (iv) abandons the work before its completion.

The IMU - Chennai Campus reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on IMU - Chennai Campus to accept the lowest bid or any other bid.

The cover should be super scribed as "Providing Security Service at Indian Maritime University, Chennai Campus" and addressed to: -

The Deputy Registrar (Admin), Indian Maritime University, Chennai Campus, East Coast Road, Uthandi, Chennai 600119.

Tender should be submitted in two covers viz. Cover – 1 (Technical Bid) and Cover–II (Financial Bid). Envelopes of Technical Bid and Financial Bid

should be individually sealed and then placed in a common outer cover which shall also be sealed and super scribed with the tender name and reference no. and due date of submission.

**Sd/-
Deputy Registrar (Admin)
IMU-Chennai Campus**

INDIAN MARITIME UNIVERSITY
(A central University, Govt. of India)
East coast Road, Uthandi, Chennai-600119

TENDER NO. IMU/CC/PUR/SECURITY/2019
TENDER FOR "SECURITY SERVICES" AT IMU CHENNAI CAMPUS

TENDER ABSTRACT

S.No.	Subject	Remarks
1	Name of the work & tender No.	Tender for "Providing Security Services to Indian Maritime University, Chennai Campus" Tender No. IMU/CC/PUR/SECURITY/2019
2	Tender document cost	NIL
3	Earnest Money Deposit (EMD)	Rs.2,10,000.00
4	Pre-Bid meeting schedule	13.09.2019 at 11:00 Hrs Venue: Conference Hall 1 st Floor, IMU-Chennai Campus
5	Last date to submit bids	24.09.2019 up to 11:00 Hrs
6	Date of Technical bids opening	24.09.2019 at 11:30 Hrs
7	Address to submit bids	THE DEPUTY REGISTRAR (ADMIN), IMU-CHENNAI CAMPUS, ECR, UTHANDI, CHENNAI 600119
8	Contact person for clarification	D. Baladandapani Assistant Registrar (Admin & Purchase) i/c Mob: 09962063055 Email: dbaladandapani@imu.ac.in Web: www.imu.edu.in

To be provided in the letter head of the tenderer

UNDERTAKING

From:

To

The Deputy Registrar (Admin),
INDIAN MARITIME UNIVERSITY,
Chennai Campus, East Coast Road,
Uthandi, Chennai 600119

Dear Sir,

I/We the undersigned have carefully gone through and clearly understood all parts of the tender documents named "TENDER FOR PROVIDING SECURITY SERVICES TO INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS" including Notice to contractors, General instruction to tenderer, Tender Form, Articles of agreement, General conditions, any corrigendum thereof etc. of INDIAN MARITIME UNIVERSITY.

I/We have also taken into consideration the nature and position of the site, the surroundings and the conditions under which the work will be carried out. I/We do hereby undertake to execute the whole or the part of the work covered by the tender strictly in accordance with the above tender drawings & documents.

I/We enclose herewith Demand Draft No. _____ dated _____ drawn on _____ bank as EMD for a sum of ₹ _____ (Rupees _____ only) in favour of "**INDIAN MARITIME UNIVERSITY, CHENNAI**" payable at Chennai and in the event of your accepting my/our above tender, I/We agree to convert the earnest money deposit of ₹ _____ (Rupees _____ only) as security deposit.

I/We understand that the EMD/Security deposit mentioned above shall not bear any interest. In the event of my/our tender being accepted, I/We agree to enter into a contract in the form annexed hereto with such alterations and additions thereto, as suggested by IMU - Chennai Campus, as may be necessary to give effect to the acceptance of this tender and such contract shall contain and give full effect to the whole scheme and the drawings attached to the tender.

I/We understand that IMU - Chennai Campus has the right to reject the work order without assigning any reasons and conditional tender of any sort will be summarily rejected. In case of my/our tender is accepted, I/We agree to pay all the charges connected with the preparation, Stamping and execution of the contract agreement and I/We shall abide by the terms of contract and such other reasonable terms and conditions the University may fix from time to time depending on the circumstances.

Yours sincerely,

(Tenderer's Signature)

Date:

Address:

Witness signature:

1)

2)

Note: Strike whichever is not applicable

Section I
GENERAL DIRECTIONS TO TENDERERS

- 1.1 The Indian Maritime University (hereinafter referred to as the Buyer), established as Central University under the Ministry of shipping invites tenders for "Providing Security Service at Indian Maritime University, Chennai Campus at Uthandi" as defined in the tender documents (hereinafter referred to as the "Service").
- 1.2 Tender document should be submitted in sealed tamper proof cover superscripted with the name of the work i.e. **"TENDER FOR PROVIDING SECURITY SERVICES TO INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS"**. All pages of tender documents, conditions, corrigendum if any and drawings etc. shall bear the signature of the tenderer at the lower right hand corner. The tender document should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd., Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board. Any corrigendum or addendum will also form the part of the tender document and will have to be submitted by the tenderer along with the tender document.
- 1.3 Clarification of Tender Documents

The Indian Maritime University, Chennai Campus has scheduled a **pre-bid meeting** on **13th September, 2019 at 1100 HRS in the Conference Hall, 1st Floor, IMU-Chennai Campus** to facilitate the bidders. The firms interested to bid may attend the pre-bid meeting as per the above schedule in order to acquaint themselves of the requirement of the work and about the campus, before offering their quote.

A bidder requiring any clarification regarding the tender document may notify in writing to the address mentioned in the invitation of tenders or may send an e-mail to dbaladandapani@imu.ac.in

IMU - Chennai Campus will respond to any request for clarification, received three days prior to the deadline for submission of tenders.

Amendment to Tender Documents

At any time prior to the deadline for submission of tenders, IMU Chennai Campus may, for any reason, *suo moto* or in response to a clarification by a prospective bidder, modify the tender documents by issuing amendments (addenda / corrigenda etc.).

Any amendments thus issued will be hosted on the website www.imu.edu.in up to two days prior to the last date specified for submission of the bids. All the bidders who have downloaded the Bid Document shall verify if any such amendments have been issued by IMU - Chennai Campus, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder. No separate notice / intimation of amendments will be sent to those who have downloaded the document from the web prior to the date of amendment.

- 1.4 The Tenderers are required to submit two separate Bids i.e. – Technical bid and financial bid, as per prescribed proforma. The two Bids should be submitted in two separately sealed envelopes superscribed **“Technical Bid for Providing Security Services to Indian Maritime University, Chennai Campus”** and **“Financial Bid for Providing Security Services to Indian Maritime University, Chennai Campus”**. Both the above said sealed envelopes should be put in a third envelope sealed and superscribed **“Tender for Providing Security Services to Indian Maritime University, Chennai Campus”**.

The Technical bid envelop shall include the following documents.

- a. EMD – in the form of DD in favour of "INDIAN MARITIME UNIVERSITY,

CHENNAI" payable at Chennai of an amount of Rs.2,10,000/-.

- b. Turnover for last three years duly certified by a Chartered Accountant (Certified Financial Statement).
- c. Work completion certificates of similar nature of work executed in last 05 years.
- d. Latest Solvency certificate (issued in reference to this tender) by Scheduled / Nationalized Bank.
- e. Copy of the PSRA certificate to be produced.
- f. EPF & ESIC Registration with copies of payment challans of last 6 months.
- g. Bank details of the firm (required to return EMD after award of contract).
- h. Technical bid document -Volume I with the signature of the tenderer at the lower right hand corner in all pages.

All the documents should be duly notarized or self-attested. Original document must be produced for verification, when demanded. In case Indian Maritime University requires any clarification, then the bidder has to produce all the required details within stipulated time period.

Second envelope containing "**Financial bid**" shall contain only the price bid as per the proforma.

The tenderer should quote his offer as item wise rate at the appropriate place in Financial bid envelope. He should not quote his offer anywhere directly or indirectly in Technical Bid envelope. The tender shall be unconditional. Conditional bids are liable to be rejected summarily.

The Financial Bid Envelop will be opened only for those tenderers who have qualified upon evaluation of their technical bids. The Financial Bids of those tenderers who have not qualified upon evaluation of technical bid will not be returned. Tenders submitted without EMD or which does not contain requisite documents, will be summarily rejected.

- 1.5 The tenderer should write the rates of all the items mentioned in the bill of quantities in figures as well as in words. The amount for each items

and the total bid amount should be worked out. In case of arithmetic mistakes in calculations of amounts and total, the rates of individual items will be considered as final. In case of discrepancies between the rates written in words and rates written in figures, the rates written in words will be considered as final.

1.6 IMU - Chennai Campus reserves the right to accept or reject the tender if the tenderer fails to submit the documents.

1.7 **Security Deposit**

Successful tenderer shall have to deposit Initial Contract Deposit (ICD) of 10% of the contract amount (i.e. the awarded cost of work). Since, the EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft or Banker's Cheque in favour of **"INDIAN MARITIME UNIVERSITY, CHENNAI CAMPUS"** Payable at Chennai, before execution of contract. The ICD so paid will form part of security deposit to be kept during the course of execution of work and will be retained by IMU - Chennai Campus until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. The statutory requirements of contract execution and submission of ICD has to be strictly complied with. The work shall be commenced only after the compliance of payment of ICD and execution of contract.

1.8 The Price bids shall be exclusive of GST and the payment of GST will be made as per the Government Rules and regulations regarding GST. The Bidders are required to furnish self-certified copy of GST Registration Certificate. It is explicitly made clear that even if the prices of material/labour goes up for any reason the cost of the project work increases, the University shall not be liable to pay any additional sum to the contractor on that account. All statutory payments of Govt. duties such as ESIC/EPF etc. have to be borne by the contractor. It may kindly be noted that IMU-Chennai Campus's GST Registration no. is **33AAAI2610K3Z2**.

- 1.9 **The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India,** as applicable for providing WATCH AND WARD (Without arms) on the date of issue of this Tender. Basic + VDA, ESI, PF should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected. (Please note Bonus not to be included in the price bid – Bonus has to be paid by the contractor as per the Prevailing Bonus Act which can be reimbursed upon submission of proof of payment).

However, if there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the **currency** of the contract:

- (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
- (ii) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.

- 1.10 All the work is to be carried out as per requirements specified by IMU - Chennai Campus.

- 1.11 Deductions on account of Income tax as applicable from time to time will be made from all bills whether running or final and certificate of deductions will be issued to the contractor.

- 1.12 The entire work shall be carried out under the supervision of the staff/person employed/deputed by IMU - Chennai Campus.

- 1.13 The period of contract will be for 01 year initially and subject to further 02 extensions/renewals of 1 year each after reviewing the performance of the contractor and the work, at the sole discretion of IMU - Chennai Campus,

subject to the satisfactory performance, payment of revised minimum wages (if any) & mutual consent. The Rate/ Price quoted by the tenderer must be exclusive of GST rates and the conditions governing minimum wages shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

1.14 One Bid per Bidder - The Bidder who submits more than one tender will be disqualified.

1.15 Cost of Tendering:

The bidders shall bear all costs associated with the preparation and submission of their tenders and the IMU-Chennai Campus will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU.

1.16 Language of Tender

The tender, and all correspondence and documents, related to the tender, exchanged between the bidder and IMU Chennai Campus shall be written in the English language only. If the bidder along with their offer furnish any printed literature written in any other language, such documents shall be supplemented with their English translation also. For the purpose of interpretation of the tender, the contents in the English translated version alone shall be taken into consideration.

1.17 **Eligibility Criteria:**

1.17.1 The bidder should have been empanelled with DGR or State Ex-servicemen Corporation Certificate or having valid license from the Department of Home, Tamil Nadu in accordance with the private security agency (Regulation Act 2005).

[Mode of Proof: Copy of the PSRA certificate to be produced].

1.17.2 **ESI & EPF**

Tenderer should have E.P.F. & E.S.I.C. Registration and the firm shall submit copies of payment challans of last 6 months.

1.17.3 **Solvency**

The Bidder should produce latest solvency certificate of value not less than 50% of the estimated contract value i.e. not less than Rs.35,00,000/- (Rupees Thirty Five Lakhs only) from any Nationalized or scheduled bank.

[Mode of Proof: Solvency certificate issued by the bank for this particular tender on or after **01.09.2019**].

1.17.4 Experience – No of years in the Business:

The Bidder Should have carried out and completed similar works in Central Government/State Government/ Central Autonomous Bodies/ Central Public Sector Undertakings/ Universities (Central, State, deemed to be status institutions)/ Banks/ Public Limited Companies etc. during last 05 (Five) years i.e. since Aug 2014 or earlier (period ending 31st Aug 2019).

1.17.5 Experience – Completion of similar works:

The Bidder should have satisfactorily completed similar Services involving values as listed below during the last 5 years i.e. since Aug 2014 or earlier.

- a) at least 1 Service of similar nature costing 80% of estimated cost i.e. Rs.56.00 Lakhs (OR)
- b) at least 2 Services of similar nature costing 60% of the estimated cost i.e. Rs.42.00 Lakhs (OR)
- c) at least 3 Services of similar nature costing 40% of the estimated cost. i.e. Rs.28.00 Lakhs.

[Mode of Proof: Copies of the Work order, Agreement and Work Completion certificate or similar document for the Completed or Ongoing work].

“Similar Service” means contract for providing Security Service with Government/ Semi-Government/ Public Sector/ National level educational institute like IIT, IIM, NIT and Universities/Banks/Public Limited Companies etc.,

It must be noted that experience for ongoing works or incomplete works i.e. after the cut-off date of 01.09.2019 shall not be counted for the purpose of five years’ experience.

1.17.6 **Turnover**

Bidder Should have had annual turnover of at least Rs.70 Lakhs in each year during the last 3 financial years i.e. 2016-17, 2017-18 & 2018-19 [Mode of Proof: Annual Accounts duly certified by Chartered Accountant /Income Tax Returns.].

1.17.7 **Possession of Valid PAN and GST**

The Contractor should have a valid Income Tax Registration Number / PAN / GSTIN and other statutory requirements as per Rules in force.[Mode of Proof: Copy of the PAN Card to be produced]

1.17.8 The Staff employed by the Contractor should have been covered by ESI and PF other statutory obligations.

[Mode of Proof: Copies of Respective Registration Certificates along with Receipts for the payments made during the last 6 months and declaration to this effect]

1.17.9 Should not have been black listed during last 3 (Three) years by any government department / agency on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Self-Declaration to this effect]

With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.

All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed.

The Bidder must possess **ALL** the above mentioned 10 Qualification criteria.

If the bidder does not possess even one of these, he shall stand disqualified and his bid will not be taken up for evaluation. The details of services provided as stated above may be furnished in the Technical Bid of the tender document in the proforma prescribed therein.

1.18 Evaluation Criteria:

Technical bid (Cover –I) of each bidder will be evaluated as per the eligibility criteria prescribed in Clause 1.2 of this section. If the bidder fails to fulfill any one of the above criteria, their Cover II shall not be opened.

As provided in the price bid format (Volume-II), the prospective bidders have to quote the price for all the components independently and the L-1 firm shall be decided on the basis of grand total amount quoted and work will be awarded accordingly.

The Price bid is to be quoted after considering **Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India**, as applicable for employees employed in WATCH AND WARD (Without arms) on the date of issue of this Tender.ESI, PF & other statutory requirements should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected. (Please note Bonus not to be included in the price bid – Bonus has to be paid by the contractor as per the Prevailing Bonus Act which will be reimbursed upon submission of proof of payment. However, the reimbursement will be as per the minimum bonus amount prescribed in the Bonus Act.

No ambiguity should be there in the quoted price and the rate must be strictly as per the price bid format.

Section – II

General description of Service and other conditions/Responsibilities of Security Firm

2.1 General: Shift, Fitness, Uniform, Attendance, Amenities, Bio-data & Antecedents

- 2.1.1 The security personnel should be deployed in shifts as per the details in the Section III of Volume I.

- 2.1.2 All personnel should be sincere, physically fit, active and energetic and aged between 20-55 years. No Minor Should be engaged. It is preferred that security Personnel deployed may possess Reading and Writing skills (Literate).
- 2.1.3 The security personnel should be provided with Uniform including Cap, Torch light, Lathi, Shoes and Whistle etc. by the contractor at his cost. Penalty may be imposed by IMU for personnel who are not in possession of these above.
- 2.1.4 Attendance of personnel will be maintained in the certified register supplied by IMU and the same may be sought by IMU for verification on the 1st Servicing day of the following month.
- 2.1.5 Food, Accommodation arrangements for the personnel will not be provided by IMU and hence shall have to be made by the contractor.
- 2.1.6 The contractor should furnish to the IMU the bio-data of the personnel posted in the IMU before posting at campus and any changes thereof within 24-hours of the same. IMU reserves the right to reject any person posted in IMU without assigning any reason.
- 2.1.7 The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the IMU.
- 2.2 Statutory / Labour Legislations / Labour welfare Obligations:
- 2.2.1 The Contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold the IMU responsible in respect of any claim made by any person for any reason whatsoever. The contractor shall be solely responsible for reporting to IMU and concerned authorities immediately of any serious or fatal accident.
- 2.2.2 The security personnel provided shall be the employees of the Contractor and all statutory liabilities such as ESI, PF, Workmen's Compensation Act, etc. will be paid by the contractor. The list of staff going to be deployed shall be made available to IMU and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.
- 2.2.3 The Statutory compliances including those pertaining to Provident Fund Act, Employees State Insurance Act, and Minimum Wages Act (Contract

Labour Regulation & Abolition Act 1970) and all other labour and other legislations as applicable from time to time, with regard to the personnel engaged by the contractor for service to IMU, are the responsibility of the contractor.

2.2.4 It will be the responsibility of the contractor to provide details of manpower deployed by him, in IMU, to the Labour department.

2.2.5 IMU shall not bear any damage / claim of any nature of the security personal in discharge of duties. The Security Service Provider, also called as "Contractor", shall indemnify IMU for any loss suffered by IMU in this regard.

2.2.6 **The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A' as prescribed by Ministry of Labour of Employment, Govt. of India**, as applicable as on the date of issue of this Tender. ESI, PF, Bonus should not be less than the statutory provisions / Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

If there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the tenure of the contract, then:

- a. If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
- b. If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.

2.2.7 As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 15 days of close of every month, giving particulars of the employees engaged for IMU works, is required to be submitted to the IMU. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time IMU is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with

an advice to RPF, duly furnishing particulars of personnel engaged for the Department.

2.2.8 The Contractor will maintain a register on which day to day deployment of personnel will be entered. This may be countersigned by the authorized official of the Department. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), which may be countersigned by the concerned official of IMU, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.

2.2.9 The administrative issues like leave, weekly off, discipline etc. of the security personnel are the responsibility of the contractor.

2.3. Duties:

2.3.1 Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse of the areas of responsibility given to them by the IMU and shall not knowingly lend to any person or company any of the effects of IMU under its control.

2.3.2 The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the IMU may issue from time to time.

2.3.3 The contractor shall be responsible to maintain all property and equipment of IMU entrusted to it.

2.3.4 All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU as and when required by IMU.

2.3.5 Security Personnel posted at all the posts shall maintain the necessary registers prescribed in this tender document elsewhere.

2.3.6 No stranger or outsider should be allowed inside the campus without the permission of a responsible officer inside the campus.

2.3.7 The contractor is responsible for the security of people, equipment, vehicles, the entire campus and its access etc. IMU shall not bear any damage / claim of any nature caused out of the failure / negligence of the

security personnel in discharge of their duties. The Contractor shall indemnify IMU for any loss suffered by IMU in this regard.

2.3.8 The Security personnel should be available at the assigned post(s) all the time. Responsibility for providing necessary relievers if necessary vests with the contractor.

2.3.9 The security staff shall not accept any gratitude or reward in any shape.

2.4. Payment Terms

2.4.1 Payment of bills will be made to the contractor on a monthly basis based on actual services rendered in the previous month. No Advance Payment will be made. The contractor has to submit invoices/bills before 10th of the next month for the services rendered in the preceding month along with ESI/PF challans, Salary Paid Proof (Bank Statement) as applicable, pertaining to that month. IMU would make the payment within 10 working days of submission of bills with all the supporting documents and submission of necessary clarification, if there were any queries communicated by IMU, to the satisfaction of IMU. No Interest is payable by IMU in case of any unavoidable delay in settling the bills, though IMU would endeavour to settle within 10 working days. No other claim on whatever account shall be entertained by IMU. TDS at the rates applicable shall be deducted U/S 194 (c) of Income Tax Act 1961 on the whole amount.

2.4.2 The bidder may be asked by IMU to submit the proof of remittance for his employee towards the payment of statutory norms as applicable to IMU. If the bidder fails to submit the proof of remittance the payment towards the service will be stopped until the contractor submits required documents.

2.5. Penalty:

2.5.1 In case any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs. 1,500/- for each guards/supervisors absent on that particular day will be levied by IMU and the same shall be deducted from the contractor's bills.

2.5.2 In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs. 2,500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU's system immediately.

- 2.5.3 In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMU reserves the right to impose the penalty as detailed below: -
- i) 20% of cost of order/agreement per week, up to four weeks of delay.
 - ii) After four weeks' delay, IMU reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s). The difference if any maybe recovered from the defaulted contractor and also the defaulting contractor shall be black listed for a period of 3 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
- 2.5.4 The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs. 1,500/- on each occasion and habitual offenders as and when informed by IMU in this regard shall have to be removed from the duties & to be replaced immediately by new security guard by the contractor at his own cost. The penalty on this account shall be deducted from the Contractor's bills.
- 2.5.5 The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers/ Staff/ Students etc. and should project an image of utmost discipline. IMU shall have the right to have any security guard removed in case of tenable complaints from Officer /Staff/ Students or as decided by representative of IMU if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU will be imposed.
- 2.5.6 That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its security personnel deployed in IMU, which would be established after an enquiry conducted by IMU, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Director IMU-Chennai Campus will be final and binding on the agency.

- 2.5.7 In case of breach of any terms and conditions attached to this contract, the Security Deposit of the agency will be liable to be forfeited to IMU besides annulment of the contract. If any of the above condition is violated, IMU has the right to impose any penalty as decided by the IMU's administration.
- 2.5.8 Security personnel found drunk or sleeping on duty to be removed by the Contractor and no payment will be made.
- 2.5.9 The contractor shall ensure that its personnel shall not at any time, without the consent of IMU in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of IMU. This clause does not apply to the information, which becomes public knowledge.
- 2.5.10 Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
- 2.5.11 In Case of Non-payment/disbursement of wages in the bank account of the Security Personnel before stipulated date i.e. 10th date of every succeeding month, **5% of total monthly bill amount will be deducted for each delayed day in disbursement of wages to the Security Personnel.**
- 2.5.12 Termination:
The contract may be terminated with a 30 days' notice, before the expiry of contract period owing to deficiency in service or any other reason whatsoever. Security agency has to give 90 days' notice. In case the contractor wants to withdraw before 90 days the SD/EMD and pending bills will be forfeited.

Section III

3. Schedule and location of Posting

3.1 SECURITY PERSONNEL SHIFT TIMING AND SCHEDULE

1. Name of the post : Security Officer
No. of post : 1 – Overall in charge

2. Name of the post : Assistant Security Officer
No. of post : 2– In charge at Night hours

3. Name of the post : Security Guards
No. of post : 21→ (21– Male SGs on 8-hours shift)

No. of SO / ASOs / Security Guards to be posted

S. No.	Location	Designation	1st Shift	2nd Shift	3rd Shift
01	Chennai Campus	SO	1	-	-
02	Chennai Campus	ASO	-	1	1
03	Director's Office	SG	1	-	-
04	Marine Hostel	SG	1	1	1
05	Director's Bungalow/DD1/DD2	SG	1	1	1
06	Guest House & Semi Permanent Hostels	SG	1	1	1
07	Bay of Bengal Hostel	SG	1	1	1
08	Swimming Pool & backside area	SG	1	1	1
09	Academic, Administrative & Auditorium Block	SG	1	1	1
10	Substation	SG	-	1	1

SO – Security Officer; ASO- Assistant Security Officer; SG- Security Guard

Note:

1. The SO/ASO at IMU-CC shall take care of main building on all office Servicing days and round the clock during holidays.
2. The above requirements are as per the present requirements & indicative in nature and IMU reserve the right to increase or decrease the number of Security Guards to be deployed at the same rates, depending upon the actual requirement.

SHIFT DURATION AND TIME

1 st Shift	06.00 hrs – 14.00 hrs.	Eight hours
2 nd Shift	14.00 hrs – 22.00 hrs	Eight hours
3 rd Shift	22.00 hrs – 06.00 hrs	Eight hours

IMU reserves the right to modify the above table, as and when required.

Section IV

4. DUTIES AND RESPONSIBILITIES OF SECURITY PERSONNEL

4.1 General duties

The Security personnel posted in IMU-CC by the Security Service shall be responsible for the following: -

- 4.1.1 The SO posted in IMU by the contractor shall be over-all in-charge of all security personnel and shall be responsible for the following: -
- 4.1.2 Maintaining security personnel attendance register and Academic block key register.
- 4.1.3 Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to IMU Chennai Campus officials or any officer so designated by the Competent Authority.
- 4.1.4 After office hours attending the incoming telephone calls and connect to the person in IMU called. To be courteous and polite over the phone.
- 4.1.5 After office hours and holidays accept articles from couriers and hand over the same to reception the next day.
- 4.1.6 Maintain In/Out time of House-Keeping staff, Garden Servicers and contract Servicers/ Labours in appropriate registers.
- 4.1.7 Open all rooms and class room in the Academic block.
- 4.1.8 SO shall report to Deputy Registrar (Admin) / Security in charge at 1015 hrs daily (excepting holidays) with hostel complaint book, Daily occurrence report along with all the registers.
- 4.1.9 SO/ASO to inspect the all security posts at every 4-hour.
- 4.1.10 Lock all the rooms opened in the morning by evening or as per instructions.
- 4.1.11 Switch on main gate lights and streetlights at onset of darkness. Heshall switch off main gate and street lights at the onset of daylight.
- 4.1.12 Go on inspection of all posts and ensure all campus lighting are switched on at 1900 hours.
- 4.1.13 Shall inspect campus boundary at mid-night 12.00 hours, 02.00 hours and 04.00 hours as also, as and when required or instructed.
- 4.1.14 Ensure that security staff is at patrol as per schedule. While patrolling during night hours at swimming pool area, it is required that whistle sound at every half-an-hour interval is made.

- 4.1.15 Record any non-functioning of light/fans, pumps and taps in street and common areas of the campus in the complaint register kept at the Estate Office or Hostel.
- 4.1.16 Report to Deputy Registrar (Admin) / Security In-charge at 17.00 hours at his/her office on all working days.
- 4.1.17 Check that all offices and class rooms are closed and ensure that all electrical appliances are switched off except the following:
- i) Offices where official work is in progress.
 - ii) Areas where Campus related work is going on
- 4.1.18 If any office is open after office hours/Holidays, lock the same, record the incident indaily security occurrence report.
- 4.1.19 All toilets in the main building is to be locked at 19.00 hours except the one in first floor or ground floor.
- 4.1.20At every one-hour patrol the first floor and ground floor corridors of Academic Building checking for any disturbance or irregular occurrence.
- 4.1.21 The main key mounting board is to be locked and the key shall be kept in SO/ASO custody from 06.00 p.m.
- 4.1.22 Deployment of Security Guards will be as per the instructions of the authorities of IMU and the same will be monitored personally by the concerned authorities from time to time.
- 4.1.23 The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the Campus.
- 4.1.24 The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- 4.1.25 It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- 4.1.26 The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
- 4.1.27 In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any. Guards/Supervisors should be sensitized for their role in such situations.

- 4.1.28 The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 4.1.29 The security personnel shall comply with and participate in any maintenance and safety measures undertaken by the management of IMU Chennai Campus (e.g., Swacch Bharat movement, energy saving measures, machine based exit pass issuance, CCTV surveillance, crisis management, risk management etc.).
- 4.1.30 Any other provisions as advised by the Management may be incorporated in the agreement. The same shall also be binding on the contractor.

4.2 DUTIES OF SECURITY PERSONNEL AT HOSTEL AREAS: -

- 4.2.1 In the absence of Caretaker, if any Student / Guests arrive for accommodation, he shall be accommodated if his name was listed by the Director. He shall request to the Caretaker / Security-in-charge as matter of accommodation and security.
- 4.2.2 Visitors are not to be allowed inside hostel.
- 4.2.3 Note down non-functioning of lights and fans in common area of hostel in the complaint book.
- 4.2.4 Switch on lights in hostel and the Guest House veranda reception and on the avenues at the onset of darkness and switch off at the onset of daylight.
- 4.2.5 Switch on water tank motor and put it off within stipulated time or immediately when over flow occurs.
- 4.2.6 Switch on Septic Tank Motor at 05.00 hours and put it off when empty and help in maintaining the log book by the person responsible for the same.
- 4.2.7 In case of any student creating any indiscipline/ problem, they should immediately report to the hostel wardens or OIC (Hostels) or Heads of Departments during non-office hours, whoever is available.
- 4.2.8 Close the Hostel gates, lock them & to open them in the morning. Attend urgency requirements of the students by opening as and when necessary.

4.3 PATROL DUTY (SO/ASO):

- 4.3.1 To put on all outdoor lights and streetlights at onset of darkness. Put off all outdoor lights and street lights at the onset of day light

- 4.3.2. Every one hour he should patrol the campus from main gate to beach gate and check that all the water and sewage motors are available in their concern location. Enter the remarks in the General Diary in every inspection.
- 4.3.3 Night (third shift) patrol guard whistle shall be blown/sounded while patrolling the campus.

4.4 DUTIES OF SECURITY PERSONNEL AT DD1,DD2 & Residential Areas:

- 4.4.1 To put on all outdoor lights and garden lights at the above location at on set darkness. Put off the same at the onset of day light.
- 4.4.2 Every one hour he should patrol all over the DD1, DD2 & Residential Area. Enter in the General Diary in every inspection.
- 4.4.3 Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to Deputy Registrar (Admin) /Security in charge.

4.5 DUTIES OF SECURITY PERSONNEL AT THE SWIMMING POOL:

- 4.5.1 Shall ensure that the swimming pool users fill up the required details in the user register before entering the pool.
- 4.5.2 The swimming pool shall be allowed for use by students only between 09.00 a.m. and 06.30 p.m. only unless orders are issued otherwise
- 4.5.3 Children (14 years and below) shall be allowed only with adult supervision who knows swimming. Any other user has to obtain special permission of the Director for using the pool. Persons who do not know swimming shall not be allowed to use the pool without swimming coach.
- 4.5.4 Rag pickers or stray cattle and dogs shall not be let into the premises.
- 4.5.5 The beach gate to be kept locked and should only be opened after instructions from Deputy Registrar (Admin)/ Security-in-charge/ or any other officer designated).
- 4.5.6 The security personnel shall put on street lights at the outset of darkness and switch off at the onset of daylight. Also the Motor of swimming pool filtration tank to be switched on/off.
- 4.5.7. During the third shift from 10.00 p.m. to 06.00 a.m., every half an hour three whistles shall be sounded. If there is no response from patrol and Director's bungalow security, immediately the message shall be informed to SO/ASO.
- 4.5.8. The security personnel shall patrol the swimming pool area.

4.6 Miscellaneous provisions

- 4.6.1 The Director, Chennai Campus reserves the right to assign or modify any work/ duty mentioned in Section IV and may also assign any other work related to Security service in IMU Chennai Campus. It shall be the duty of the contractor to incorporate such modifications.

Annexure-I

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for "Providing Security Service at Indian Maritime University, Chennai Campus"

Ref No. IMU/CC/PUR/SECURITY/2019

Dated: 24.09.2019

From

Name & Address of the Bidder

Phone:

Email:

To

The Deputy Registrar (Admin),
Indian Maritime University, Chennai Campus,
East Coast Road, Uthandi, Chennai - 600119.

Dear Sir,

We hereby submit our Technical Bid for "Providing Security Service at Indian Maritime University, Chennai Campus" as detailed below: -

1. Whether in the business of Providing Security Service

Since **Aug 2014 or earlier**

YES/ NO

a) Since which Year? _____

b) Mode of Proof enclosed: _____

c) Available at which page number of Bid document: _____

2. Details of "Providing Security Services" carried out during the last five years
(Aug 2014 to Aug 2019):

- a) At least three similar service to the value of Rs.28.00 lakhs each (Rupees Twenty Eight Lakhs only) during the last five years **(Aug 2014 to Aug 2019):**

S. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work (Rs)	Mode of Proof enclosed	Available at which page no. of Bid Document

- b) At least two similar service to the value of Rs.42.00 lakhs each (Rupees Forty Two Lakhs only) during the last five years **(Aug 2014 to Aug 2019):**

S. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work (Rs)	Mode of Proof enclosed	Available at which page no. of Bid Document

- c) At least one similar service to the value of Rs.56.00 lakhs (Rupees Fifty Six Lakhs only) during the last five years **(Aug 2014 to Aug 2019):**

S. No	Name, Address & Contact No. of the Client for whom Security Services was provided	Value of the Work	Mode of Proof enclosed	Available at which page no. of Bid Document

Note: "Similar service" means the bidder should have the experience of having entering a contract for Providing Security Service with Government/Semi-Government/Public Sector/ National level educational institutes like IIT, IIM, NIT, and Universities/ Banks/Public Limited Companies".

3. Whether the bidder has a minimum Annual turnover of Rs.70.00 lakhs during each of the last three Financial years (2016-17, 2017-18 and 2018-19):

YES / NO

Financial Year	2016-17 (Rs. in lakhs)	2017-18 (Rs. in lakhs)	2018-19 (Rs. in lakhs)
Annual Turnover			

a) Mode of Proof enclosed: _____

b) Available at which page number of Bid document: _____

4. Whether the Bidder have a valid Income Tax Registration Number / PAN / GST and other statutory requirements as per Rules in force –

YES / NO

a) Mode of Proof enclosed: _____

b) Available at which page number of Bid document: _____

5. Whether the Bidder has covered their Staff employed under ESI and PF and other statutory obligations - YES / NO

a) Provident Fund Number (Copy to be provided): _____

b) ESI Number (Copy to be provided) : _____

c) Other Modes of Proof enclosed: _____

d) Available at which page number of Bid document: _____

6. Whether the Bidder has attached the copy of the License from Home Department as per Private Securities Regulation Act 2005 (PSRA 2005):

YES / NO

a) Mode of Proof enclosed: _____

b) Available at which page number of Bid document: _____

7. Whether the Bidder has attached the copies of the Last three financial years Income Tax Return (2016-2017; 2017-2018& 2018-2019) -

YES / NO

a) Mode of Proof enclosed: _____

b) Available at which page number of Bid document: _____

8. Whether the Bidder has attached EMD for an amount of Rs.2,10,000/- from Nationalized or scheduled bank.

YES/ NO

a) Mode of Proof enclosed: _____

b) Available at which page number of Bid document:_____

9. Whether the Bidder has been debarred or blacklisted by any Government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance -

YES/NO

10. Whether the bidder inspected the site. If so, date and time of inspection of site:

YES/NO

11. Name, Designation, Address and Telephone No. of Authorized person(s) of Firm / Agency:

12. Form of Organization (Sole proprietorship / Partnership / PVT Ltd Company etc.):

13.Registration Number of Firm:

14.License Under Contract Labor (R&A) Act:

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our Security Agency is liable to be blacklisted/debarred by IMU for at least 3 years, in addition to any other right or remedy available to IMU including forfeiture of EMD, Security Deposit etc.

Date:

Signature with Seal of Authorized Signatory

Place:

INDIAN MARITIME UNIVERSITY
CHENNAI CAMPUS

BIDDER MEMORANDUM& UNDERTAKING

1. General Description
"Tender for Providing Security Services at Indian Maritime University, Chennai Campus".
2. Estimated cost: Rs.70,00,000/-
3. Earnest Money: Rs.2,10,000/-
4. Tender document cost:NIL
5. Security Deposit
10% of the accepted tender value in the form as specified in clause – **1.7 of section –I.**
6. Period of Contract:
One year from the date of commencement or work.
[The contract is extendable at the same terms and conditions by two more years on yearly basis subject to providing of security services to the satisfaction of IMU, at the option of IMU]
7. Delay in commencement of Service and forfeiture of Earnest Money Deposit& Undertakings by the Bidder
 - a) Should this tender be accepted in whole or in Part, I / we here agree:
to terms and abide and Fulfil all conditions annexed hereto and all the terms and provisions contained in notice inviting tenders so far as applicable and/or in default thereof to forfeit and to pay the DIRECTOR, Indian Maritime University, Chennai Campus or his successors in office, the sum of money mentioned in the conditions. A sum of **Rs.2,10,000/-**as Earnest Money is hereby forwarded in form of Demand draft. If I / we fail to commence the Service Specified in the above memorandum I/ we agree that the said DIRECTOR or his successors in office shall, without prejudice to IMU's any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely, otherwise the said Earnest Money shall be retained by him towards security deposit mentioned against Clause 4 of the above mentioned Memorandum.
 - b) To execute all the Services referred to there in the tender documents upon the terms and conditions contained or referred to therein and carryout such deviations as may be ordered by IMU.

c) I/We hereby agree to abide by all terms and conditions laid down in tender Document.

d) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

8. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other Charges applicable from time to time. I/We will pay the wages to the Personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully & solely responsible for any violation.

SIGNATURE WITH DATE.....

FOR AND ON BEHALF OF