



राष्ट्रीय सिद्ध संस्थान  
आयुष मंत्रालय  
भारत सरकार  
ताम्बरम सनटोरियम  
चेन्नई -600 047

फ़ोन: 044-22411611

ईमेल: [nischennaisiddha@yahoo.co.in](mailto:nischennaisiddha@yahoo.co.in)

फैक्स:044-22381314

वेब :[www.nischennai.org](http://www.nischennai.org)

निविदा सं: F.No.NIS/3-109/Security (Tender)/2018

तारीख:17.04.2018

## निविदा प्रपत्र

राष्ट्रीय सिद्ध संस्थान में संरक्षा सेवाएं प्रदान करने के लिए

नाम और निविदाकर्ता का पता:

ईमेल :

संपर्क नंबर:

पूर्व बोली की बैठक: **2.30 p.m. on 26.04.2018**

निविदा की प्राप्ति की अंतिम तिथि: **2.00 p.m. on 08.05.2018**

तकनीकी बोली के खुलने की तारीख: **4.00 p.m. on 08.05.2018**

वित्तीय बोली के खुलने की तारीख: **2.00 p.m. on 09.05.2018**



**NATIONAL INSTITUTE OF SIDDHA**

राष्ट्रीय सिद्ध संस्थान  
Ministry of AYUSH  
आयुष मंत्रालय

GOVERNMENT OF INDIA-भारत सरकार

TAMBARAM SANATORIUM, CHENNAI -600 047 -ताम्बरम सनटोरियम चेन्नई -600 047

फ़ोन\Tele : 044-22411611

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ईमेल: [nischennaisiddha@yahoo.co.in](mailto:nischennaisiddha@yahoo.co.in)

वेब : [www.nischennai.org](http://www.nischennai.org)

**Tender No. NIS/3-109/Security (Tender)/2018**

**Date:17.04.2018**

**TENDER FORM**

**FOR**

**PROVIDING ROUND THE CLOCK SECURITY SERVICES**

**AT**

**NATIONAL INSTITUTE OF SIDDHA**

**CHENNAI -600 047 & AT THE SITE FOR DRUG TESTING**

**LABORATORY OF THIS INSTITUTE NEAR TAMBARAM SANATORIUM  
RAILWAY STATION**

**Name & Address of the Contractor:**

E.Mail:

Contact No:

**Pre-bid meeting at 2.30 p.m. on 26.04.2018**

**Last Date of Receipt of Tender at 2.00 p.m. on 08.05.2018**

**Opening of Tender at 4.00 p.m. on 08.05.2018**

**Opening of Financial Bid at 2.00 p.m. on 09.05.2018**

## INSTRUCTIONS TO BIDDERS

1. Sealed Tenders in two bid system (i.e. Technical Bid – Cover A and Financial Bid – Cover B sealed in two different covers and both the covers sealed and kept in a single bigger cover) are invited by the Director, National Institute of Siddha, Chennai, 600 047 up to **2.00 p.m.** on **08.05.2018** for providing round-the-clock security services to this Institute and at the site for Drug Testing Laboratory of this Institute near Tambaram Sanatorium Railway Station,
2. The tender documents are not transferable.
3. Non compliance of any of the conditions set-forth in the tender document is liable to result in the tender being rejected.
4. No Tender Document will be accepted beyond **2.00 p.m.** on **08.05.2018** National Institute of Siddha will not be responsible for the postal delay, if any.
5. The contractor must read carefully and fill up the tender document without any mistake. Any addition / deletion in the tender format/ document shall be signed / attested by the contractor. Incomplete tenders and tenders which are not submitted as per the instructions are liable to be rejected.
6. The right of acceptance of the tender will rest with the Director, National Institute of Siddha Chennai, who does not bind to accept the lowest tender, and reserves himself/ herself the authority to reject any or all of the tenders received without assigning any reasons whatsoever. Wherever the tender in which any of the prescribed conditions are not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.
7. The prescribed tender document may be downloaded from our website ([www.nischennai.org](http://www.nischennai.org)), and the completed Tender document may be submitted to the ***Director, National Institute of Siddha, Chennai.***
8. An Undertaking has to be furnished by the contractor in **Annexure-I.**
9. The contractor should have Annual Turn Over of at least Rs.20 Lakhs and above and copy of Annual Accounts in Proof of the Annual Turnover should be enclosed.

## **10. Technical Bid – COVER ' A '**

The Technical Bid for the security services along with following documents shall be furnished separately in Cover-A in the following order with Index.

- i. Tender document duly filled and signed.
- ii. Demand Draft for Earnest Money Deposit for Rs.1,60,000/-
- iii. Copy of labour License
- iv. Copy of PAN card
- v. Copy of G.S.T Registration certificate.
- vi. Copy of EPF Registration certificate, in the name in which the tender is being submitted.
- vii. Copy of ESIC Registration certificate, in the name in which the tender is being submitted.
- viii. Copies of Income Tax return filed for last three Assessment years ie., 2015-16, 2016-17 & 2017-2018 alongwith the copy of audited annual accounts should be enclosed.
- ix. Proof for Annual Turnover of the contractor for the years 2014-2015, 2015-16 & 2016-17 (Last Three years). Statement indicating Annual Turnover should be furnished in **Annexure – II**.
- x. Company Profile with Name, Designation and Contact numbers of the the authorized officials of the company responsible for financial dealings with this Institute.
- xi. Experience Certificate for a minimum period of three years (Latest) furnishing the details of clients.

## **11. Financial Bid - COVER 'B'**

- i. **The Financial Bid should comply with the "Minimum Wages Act' and in accordance with the Minimum Wages prescribed by Ministry of Labour and Employment, Govt of India.**
- ii. The financial bid should indicate the monthly amount quoted for providing the services for Security in the Institute's campus and at the site of Drug Testing Laboratory located near Tamabaram Sanatorium Railway Station on outsourcing basis.
- iii. The rate quoted shall have the details of Monthly rate including employee contribution of EPF & ESI, Admin Charges, Employer Contribution of EPF & ESI, service Tax.
- iv. The rate quoted should be written in figures as well as in words by the contractor in the tender form.

## **12. EARNEST MONEY DEPOSIT (EMD)**

- i. The contractor shall pay a sum of Rs. 1,60,000/- (Rupees One Lakh Sixty Thousand Only) towards Earnest Money Deposit ( EMD) along with the tender in the form of Crossed Demand Draft payable to Director, National Institute of Siddha, Chennai .

- ii. The EMD of the contractor shall be forfeited at any point of time if
    - a. The contractor withdraws his tender during the specified period of tender validity.
    - b. After acceptance of his tender, the contractor fails to take up the job.
    - c. The contractor fails to sign the contract in accordance with the terms and conditions of the contract.
    - d. After acceptance of his tender, the contractor fails to furnish the Performance Security.
    - e. After acceptance of his tender, the contractor fails to commence the work within the stipulated time.
  - iii. The tenders received without EMD in the prescribed form shall be rejected.
  - iv. EMD will be returned to the unsuccessful contractor only after tender is finalized. The EMD amount of the successful contractor will be adjusted against Performance Security or refunded on submission of Performance Security without any interest. The EMD amount has to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. The contractor has to submit documentary proof for exemption of EMD.
13. **PERIOD OF CONTRACT**- The contractor will be communicated about the acceptance of their Tender in writing by the Institute. The contract is for a period of one year, and the period of the contract may be further extended at the discretion of the Director, National Institute of Siddha on mutual consent. The Institute however, reserves right to terminate the contract at any time after giving one month notice if the services rendered by the contractor are found to be not satisfactory.
14. The Technical Bid will be opened on **08.05.2018 at 4.00 p.m.** in the presence of the contractors or their representative. In case due to unforeseen circumstances, the tenders could not be opened on the stipulated date the tender will be opened on the next date.
15. Last date of submission of filled Tender Forms : **02.00 p.m. on 08.05.2018**
16. The contractor should furnish all the requisite documents in the name in which the tender has been submitted.
17. The right of acceptance of the tender will rest with the Director, National Institute of Siddha Chennai, who does not bind himself to accept the lowest tender, and reserves himself the authority to reject any or all of the tenders received without assigning any reasons whatsoever. Wherever the tender, in which any of the prescribed conditions are not fulfilled or incomplete in any respect, it is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

18. The contractor shall render the services at the contracted rate which includes PF contribution, ESI contribution, tax and any other statutory provisions and liabilities discharged by the contractor.
19. The contractor will provide the security services at the rates mentioned in the Financial Bid Part III in this Tender document for round the clock security services in **three shifts** running from 7.00am to 3.00pm, 2.00pm to 10.00 pm and 10.00 pm to 7.00am.
- 20. The Institute reserves its right to terminate the contract in case of following contingencies:-**
- a. If the Contractor fails to execute the work entrusted to them to the satisfaction of the Institute (NIS), for which the decision of the Director is final and binding on the Contractor.
  - b. If the Contractor fails to discharge its legal obligations towards security personnel employed by them in the Institute (NIS) premises.
  - c. If for any reason the Contractor fails to perform part of the agreement for any period of time.
  - d. If there is any breach of the clauses or conditions of the contract agreement by the Contractor.
  - e. If the Institute (NIS) is made to pay any damages and /or / compensation and /or any payment to their customers / visitors on account of any negligent action and /or misbehavior on the part of the security personnel/contractor.
  - f. If the Contractor is unable to give proper account of tools, equipments etc., entrusted to them for their custody and fail to return when demanded for the execution of work under this agreement.
  - g. If at any later date, it is found that the certificates, documents, chalans, etc submitted by the Contractor are forged or have been manipulated, the contract shall be terminated, and the contractor is liable for prosecution as per law.
21. No residential accommodation will be provided to any security guard inside the premises of the Institute.
22. The Security arrangements shall be inspected by the contractor on his own atleast once a week and a report be submitted to the Director, National Institute of Siddha or his authorized officers regularly. The Security arrangement shall also be inspected by the Director, National Institute of Siddha or his authorized officers from time to time including surprise check.

23. The contractor shall comply with all the requirements under Goods and Service Tax (G.S.T) Laws and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities and he shall also produce necessary proof of having filed the tax returns with the concerned authorities for each month along with the wage bill for payment.
24. The contractor shall also liable for depositing all taxes, levies, cess etc., on account of service rendered by it to the National Institute of Siddha to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter. The contractor shall also produce necessary proof of having filed the tax returns with the concerned authorities for each month along with the wage bill for payment.
25. The contractor shall maintain all statutory registers under the applicable law. The contractor shall produce the same, on demand to the concerned authorities of this Institute or any other authority under law.
26. The contractor will be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund and Employees State Insurance etc., in respect of the persons deployed by him in this Institute. Compliance to the statutory provisions should be clearly indicated in the Tender. In case the tender contains any vague stipulations, the Tender is liable to be ignored summarily.

## **2. CONDITIONS OF CONTRACT**

1. The contract shall be for one year unless it is curtailed or terminated by this office owing to deficiency of service and Manpower deployed, breach of contract, reduction or cessation of the manpower requirements, violation, non-compliance, disobedience etc.
2. The contract shall automatically expire on the completion of one year from the date of award of contract, unless extended further by the mutual consent of contracting contractor and the Director, NIS.
3. The contract may be extended, on the same terms and conditions, for a further specific period mutually agreed upon by the successful Service providing Companies/Firms/Agencies and National Institute of Siddha.
4. The contracting Agencies shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other contractor.
5. The contractor's Security activity is subject to the supervision of Director, National Institute of Siddha or any officer authorized by him/her.
6. The bid will remain valid for 6 months from the last day for receipt of bids.

7. The Stationery items like registers, scales, writing pads, pencils staplers, etc. will not be provided by this Institute and Uniforms shall not be washed in the Institute premises. The uniform of the Security Personnel and other related items are mentioned above shall be provided by the Contractor. The Institute will pay only the amount as quoted by the contractor in the Financial Bid of this Tender Document.
8. The contractor shall submit their bills for payment in the 1<sup>st</sup> week of the following month for the services rendered to the Director, National Institute of Siddha. The payment will be made by crossed cheque or by RTGS on receipt of the confirmation regarding satisfactory execution of services by the officer authorized for this purpose. In case, the services are not provided up to the satisfaction of the authorities, suitable deduction will be made from the payment bill at the discretion of the Director, National Institute of Siddha whose decision shall be final and binding on the contractor.
9. The contractor should agree to get all the security staff members and their employees insured against any liability arising under the workman's compensation Act or under the Common Law. The contractor must agree to indemnify against any claim that the Institute may have to meet in respect of their staff members and / or workman / employees on account of any accident or injury or for any other reasons.
10. Under no circumstances, the staff members and / or the workmen / employees of the contractor shall be treated, regarded or considered or deemed to the employees of the Institute and the contractor alone shall be responsible for their remuneration, wages and to their benefits and services conditions of all the employees deployed by the contractor. The Contractor shall indemnify and keep indemnified the Institute against any claim towards the employees of the contractor.
11. The contractor must ensure that no theft or damages to the Institute property takes place during the tenancy of the service contract of the contractor. In case there is any theft or damages to the Institute's property (NIS) occurs during the service contract period with the Contractor due to the negligence of the security staff/ employees of the contractor, the Contractor shall be held responsible for such losses and damages. After assessing the loss / damage caused, the amount is recoverable from the bill of the Contractor. The decision of the Director in the matter shall be final and binding on the Contractor. The Contractor shall attend all the police cases from time to time during the contract period, if required.
12. If any question or dispute arises between the parties hereto or their representatives with respect to the meaning or effect of any clauses of this agreement or about the rights of liabilities of the parties hereto, then such a question or dispute shall be referred to the arbitrator and such arbitrator shall be appointed by the Institute (NIS) his awards shall be governed by the provisions of the Arbitration & Conciliation Act 1996 for the time being in force in Indian Union and shall be binding on both the parties hereto.
13. No security guard should be put for continuous duty for two shifts. If a Security Guard is found doing continuous duty for two shifts, a penalty of double the wage will be recovered from the Bill.



14. For non adherence of terms and conditions specified in tender document, unsatisfactory operation of security services, delay in disbursement of wages, etc a penalty of upto Rs. 1000/- per day is liable to be levied.
15. In case, the person employed by the contractor indulges in any act of omission/commission that amounts to misconduct / indiscipline / incompetence, the contractor will be liable to take appropriate disciplinary action against such person, including their removal from site of work, if required by the Institute.
16. The contractor shall execute the instructions of the Director, National Institute of Siddha or any officer authorized by him from time to time on all Security related services.
17. As and when complaints are made by the Director, National Institute of Siddha or his representative, immediate action shall be taken by the contractor to rectify the defect to the satisfaction of National Institute of Siddha.
18. The contractor shall replace immediately any of his personnel who are found unacceptable to this Institute because of security risks, incompetence, conflict of interest, improper conduct etc., on receipt of notice from this Institute.
19. If the Director, NIS decides that any person deployed by contractor has to be replaced, the contractor shall do so immediately. The failure to do so will entail penalty of 10% of the rate quoted for such person.
20. This Institute shall not be responsible for any damages, losses, claims financial or other injury to any person deployed by the contractor in the course of their performing the functions / duties, or for payment towards any compensation.
21. The persons deployed by the contractor shall not claim, nor shall be entitled to, Pay or Other facilities admissible to Regular employees of National Institute of Siddha.
22. The persons appointed by the Service provider shall also not be entitled to any absorption in Regular capacity in the Institute. Such employees will not have any right for continued engagement.
23. The loss to the National Institute of Siddha, Chennai if any, incurred on account of failure / or neglect or refusal on the part of the contractor to act according to the terms of the agreement will be recovered from him from the security deposit.
24. In case, the contractor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute shall be entitled to get the loss recovered from the contractor.
25. In case of breach of any terms and conditions attached to the tender, the performance security deposit of the contractor will be liable to be forfeited to the Institute besides termination of the contract.

26. The wage to the Personnel deployed by the contractor shall be disbursed through their Bank Account only. Failure to comply with this condition will tantamount to breach of contract.
27. In case of any shortfall in the attendance of the worker provided by the contractor the monthly payment will be proportionately deducted except weekly off. The Casual Leave and other Leave as per the instructions of NIS will be provided and the same may be amended from time to time. In case of continued shortfall for more than three days in the attendance, penalty @ Rs.100/- for each manday will be levied.

### **3. SCHEDULE OF REQUIREMENTS**

1. The contractor shall employ the following number of persons in three shifts as detailed below:

Total Security Guards Required for 26 points	
Morning – 9 Points	}
Evening – 7 Points	
Night – 7 Points	
NIS Campus	

Three (3) Guards are to be posted in three shifts (one guard in each shift) at the site for Drug Testing Laboratory Amirtha Nagar, Near Tambaram Sanatorium Railway Station, Chennai-47.

2. The declaration form (Annexure – I) must be signed by the contractor and must be enclosed along with the tender. No reference to the printed terms and conditions offered shall be considered.
3. The contractor has to sign the Agreement Deed (in the format supplied by this Institute ) on non-judicial stamp paper of value of Rs.100/-within 7 days from the receipt of offer of contract. The successful contractor has to arrange the stamp paper at his / her own cost.
4. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Rules, as amended from time to time and a certificate to this effect shall be provided to the contractor by this Institute.
5. The personnel deployed shall be required to report to Hospital Superintendent / Dy. Superintendent.
6. Should have adequate experience in Providing Security Services to any Government / Quasi Government Departments, Universities or Private Hospital / Institution.

## **7. PERFORMANCE SECURITY**

The successful bidder will be required to furnish a bank guarantee / FDR in the name of the Director, National Institute of Siddha, Chennai for 10% of the total value of the contract (total amount payable for 12 months ) as Performance Security before commencing the work under the contract. The performance security will remain with the Institute as long as the contract is in force and will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. In case the period of contract is extended further by the Institute in consultation with the Contractor, the validity of Performance Security shall also be extended by the contractor accordingly so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period. Failure of the Contractor to comply with the requirements of any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of Performance Security. The performance security deposit is refundable on successful completion of the contract.

8. Security Guards to be deployed shall be preferably an ex-servicemen with robust health and clean records preferably below the age of 45 years but should not be below 18 years of age. The watch and ward duty will be round the clock and the security Guards put on watch and ward duty shall be changed as per the requirement of the Institute from time to time. In case there is any change of person(s) of security Guard, it shall be intimated to the Institute well in advance.
9. The contractor shall employ their own staff/ employees as may be required for the purpose of execution and supervision of the work which shall be subject to approval of the Institute authorities. The Contractor shall not be entitled for any additional payment in this regard.
10. The security guards who are on duty must be in proper uniform, cap, lathi, whistle, torch light, name badge, shoes and identity card etc.,
11. The list of security guards placed on duty at various duty points should be provided to this office every day.
12. A detailed list of security guards along with their photographs attested by the contractor including permanent address should be provided to this office for record before taking over the charge of security. The Contractor should also furnish the details of personnel being deployed by them for supervision of the work.
13. The guards should be healthy, and in good physique. They must be shifted from one duty point to other at regular intervals.
14. The security guards who can read and write Tamil and English should only be employed in the Institute by the Contractor.
15. The security guards should be put for a single shift duty and continuous shift duties are not allowed.

16. The security guards will maintain all the registers which are kept at main gate and other points.
17. They have to check all the Blocks, OP/IP, Laboratory, Teaching & Administrative and Library Blocks after office hours and ensure that all the **rooms are properly locked**. They should check and ensure that no person is inside the room / toilet before locking the room/ toilet.
18. They should also ensure that all the lights in the rooms are switched off and water taps in the toilets are closed before locking the room /toilet.
19. The security personnel should be very careful in their duties and closely monitor the movements of the Labourers, Visitors, etc., visiting the Institute. The security Guards should ensure that all the vehicles entering the campus are properly parked in the parking area. They should maintain a register to record the vehicle number, the time of entry and the time of departure of the vehicle between 06.00 p.m. and 07.00 a.m. of next day.
20. The keys of the buildings of the Institute are kept in the Key Boards at the security office, under safe custody of the security guards. It is the responsibility of the security guard who is on duty at the main gate to maintain a register containing the details regarding the name of the NIS staff who has collected keys from the security office in the morning, the time of handing over the keys to the staff concerned daily in the morning and the time of return of keys by the staff concerned in the evening etc.
21. The Contractor should take immediate action to make alternate arrangement under intimation to this office in case, if any security supervisor/ guard goes on leave..
22. Changing of Supervisor/Security Guards should be intimated to the concerned authority.
23. Patrolling to the identified sensitive points to be carried out every hour in the night.
24. The security staff should follow codal formalities and discipline of security system while on duty.
25. The security guards at the gate should ensure that proper gate pass has been issued by the authorized officer for taking items out of the campus of the Institute. In case of any doubts, they should immediately contact officer in-charge of the security of the Institute.
26. Patients who are getting discharged from the in-patient ward should be thoroughly checked and sent out. The Security guard should verify the Discharge certificate before sending the patients out.

#### **4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS**

- 1. The contractor shall engage his staff with verification of antecedents through police at his own cost and shall provide a list of such staff along with their permanent address to the office. The police verification certificates should be furnished along with the appointment letters issued to the outsourced staff.**
2. The rates quoted should be valid for the entire period of contract.
3. A list showing the jobs to be carried out by the Contractor is attached as **Annexure-III**. These are only guidelines. Any addition /Modification in the duties will be carried out with the approval of the competent authority of the Institute.
4. The Contractor will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970 and under the order issued by the Government of Tamil Nadu from time to time. The Contractor shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz, statutory obligations under Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workmen's Compensation ACT, The EPF & Miscellaneous Provisions Act, 1952, Employee State Insurance Act., 1948 etc. For its non-compliance, the Contractor shall be responsible for penalties levied by the appropriate authority under the Act. The Contractor shall also agree to indemnify and keep this Institute indemnified from any claims, loss or damages that may be caused to the Institute on account of the Contractor's failure to comply with their legal obligations towards their staff/employees deputed by them or any loss or damage to the Institute due to the acts/omissions on the part of the Contractor.
5. The Contractor shall ensure monthly wages disbursement on or before the 7<sup>th</sup> day of the following calendar month and there should be no linkage between wages disbursement and payment made by this Institute. Any delay made by the Contractor for payment of wages beyond the specified time will be notified in writing and invite penalty.
6. The Contractor must provide the Provident Fund Numbers allotted to the security personnel deployed at NIS vide Form 5(a form of EPFO) within 3 months from the date of award of contract. Copy of the ESI card issued to the Security Guards shall also be submitted to this Institute. Copy of Annual returns of PF and half yearly returns submitted to the ESIC office during the contract period should be submitted to this Institute.
7. The wages to the Security Guards deployed by the Contractor at this Institute shall be disbursed through their bank accounts. Copy of relevant bank statement along with copy of wage disbursement register shall be submitted with monthly reimbursement bill as proof of payment of wages to personnel for which reimbursement is claimed.

8. Separate ECR and Chalans towards remittance of EPF,ESI contributions of security Guards at this Institute should be enclosed with the monthly bills of the following month. Consolidated ECR & Chalans submitted by the Contractor will not be accepted by this Institute.
9. The contractor will obtain licence under the Contract Labour (Regulation and Abolition) Act according to the number of workers engaged by him by depositing the fees and complying with the formalities.
10. This Institute will allow deployment of reliever in excess of the indented strength limited to 1:6 of the indented strength and further limited to the actual deployment in this regard. The contractor shall give the name of the personnel who will be relieved in advance. Attendance sheet for these relievers shall be kept separately. No Over Time Allowance (OTA) will be paid to workers, deployed as relievers or those deployed against indented strength.
11. The contractor will submit wages disbursement statement to this Institute every month duly enclosed with monthly claim. The contractor should disburse monthly wages at the rates fixed in the contract and deductions towards Employee share of EPF & ESI contribution are only allowed.
12. The contractor will not make any adjustment / unauthorized recovery from the monthly wages of the Security Guards for functioning of their firm. Whatever service charges, profit etc expected by the contractor should be projected in Admin Charges. Monthly Pay Slips should be issued to the Security Guards invariably.
13. Bonus paid to the employees as per statutory provisions will be re-imbursed to the contractor on submission of proof of payment of Bonus.
14. The Director, National Institute of Siddha reserves the right for rejecting the tender with unreasonably low Administrative charges.

**5. PRICE SCHEDULE (To be utilized by the bidders for quoting their prices)**

1. Name of the Contractor:

The contractor should carefully read the nature of the duties and services which are mentioned in Annexure – III.

SI. No.	Details	*Rate/Per Month/ Per Security Guard	Amount for 26 Nos. of Security Guards
1.	Monthly rate per Security Guard		
2.	EPF (Employer contribution)		
3.	ESI (Employer contribution)		
4.	Admin Charge		
5.	G.S.T		
6.	Total Amount		

***\* Should be in compliance with the Central Minimum Wages Act***

(Note: The number of security guards to be deployed may increase depending upon the requirement.)

**Total Cost (in words):**.....

Signature of the Authorized person

Date:

Name:

Place:

Seal :

Notes:

The rates quoted by the contractor should be inclusive of all statutory / taxation liabilities at the time of entering into the contract. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each manpower.





**An Undertaking to be signed by the tenderer.**

To,  
The Director  
National Institute of Siddha,  
Tambaram, Sanatorium,  
Chennai 600 047.

Sir,

1. I/ We the tenderer/s agree to have the Earnest Money forfeited in case of my / our failure in full or part to undertake the contract upon acceptance of this tender.

OR

Our company M/s.....  
Is registered with ..... as a  
MSME company and we are exempted from payment of EMD as per rules.

2. Having examined the tender document thoroughly including instruction to Contractor's conditions of contract, mode of payment, schedule of contract, quantities and Annexure etc., we the undersigned offer to execute and complete the works, if we are awarded the job.
3. If our Tender is accepted we undertake to commence the work within seven days of issue of acceptance letter to commence works as comprised in the contract agreement.
4. If our tender is accepted, we will furnish the Performance security deposit as per the terms and conditions mentioned in the Tender Document.
5. Unless and until an agreement is prepared and executed, the tender together with your written acceptance thereof, shall constitute a binding contract between us, but without prejudice to your right to withdraw such acceptance.
6. We understand that you are not bound to accept the lowest or any tender you may receive.
7. We hereby agree and accept all the terms and conditions mentioned in the tender document. We also abide by and fulfill all the terms and provisions of the conditions of the tender, and in default thereof to and pay to NIS the sums of money mentioned in the said conditions.

**(Signature of the tenderer)  
(with Name & Designation)**

Date:

Seal:

**ANNEXURE –II**

The Annual Turnover of M/s. \_\_\_\_\_ for the past three years are given below and certified that the recognized Statement is true and correct.

Sl.No.	Financial Year	Turn over (In Rupees)
1.	2014-2015	
2.	2015-2016	
3.	2016-2017	
	Total	

**Signature:**

**Designation:**

**Name and Address of the Firm:**

### **Annexure : III**

#### **Brief Description of Nature of Duties / Responsibilities of Security Guards and Contractor.**

1. The guards should be healthy, and in good physique. They must be shifted from one duty point to other at regular intervals.
2. The security guards who can read and write Tamil and English should only be employed in the Institute by the Contractor.
3. The security guards should be put for a single shift duty and continuous shift duties are not allowed.
4. The security guards will maintain all the registers which are kept at main gate and other points.
5. They have to check all the Blocks, OP/IP, Laboratory, Teaching & Administrative and Library Blocks after office hours and ensure that all the rooms are properly locked. They should check and ensure that no person is inside the room / toilet before locking the room/ toilet.
6. They should also ensure that all the lights in the rooms are switched off and water taps in the toilets are closed before locking the room /toilet.
7. The security guards must be on patrol from 10.00 pm to 07.00 am in the Institute campus on every one hour and ensure that all the buildings including pump houses are under lock and safe.
8. The security personnel should be very careful in their duties and closely monitor the movements of the Labourers, Visitors, etc., visiting the Institute. The security Guards should ensure that all the vehicles entering the campus are properly parked in the parking area. They should maintain a register to record the vehicle number, the time of entry and the time of departure of the vehicle between 06.00 p.m. and 07.00 a.m. of next day.
9. The keys of the buildings of the Institute are kept in the Key Boards at the security office, under safe custody of the security guards. It is the responsibility of the security guard who is on duty at the main gate to maintain a register containing the details regarding the name of the NIS staff who has collected keys from the security office in the morning the time of handing over the keys to the staff concerned in the morning and the time of return of keys by the staff concerned in the evening etc., everyday.
10. The Contractor should take immediate action to make arrangement in case, if any security guard goes on leave under intimation to this office.

11. Any change of persons of security guards should be intimated to the Hospital Superintendent.
12. Patrolling to the identified sensitive point to be carried out every hour in the night.
13. The security staff should follow codal formalities and discipline of security system while on duty.
14. The security guards at the gate should ensure that proper gate pass has been issued by the authorized officer for taking items out of the campus of the Institute. In case of any doubts, they should immediately contact officer in-charge of the security of the Institute.
15. NIS shall not provide any residential accommodation in the premises of the NIS to any security guard / supervisor.
16. It is the responsibility of the contractor to safeguard the properties of the entire campus and facilities developed at this Institute.
17. The Security guards who is on duty at the entrance gate will be incharge of the parking of vehicles and collection of parking fee and handing over the daily collection to the Hospital office then and there.
18. Patients who are getting discharged from the in-patient ward should be thoroughly checked and sent out. The Security guard should verify the Discharge certificate before sending the patients out.