



**STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING
TECHNOLOGY, THUVAKKUDI, TRICHIRAPPALLI – 15.**

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NOTICE INVITING TENDER FOR SECURITY PERSONNEL

Ref: SIHMCT/ Security/ /2017/

Date 26.12.2017

Principal, SIHMCT, Trichy invites sealed Tender for Security Personnel as follows and should be sent to the undersigned in wax sealed Cover super scribing as “Tender for security Personnel”

1.	Tender No.	Security/SIHMCT/2017
2.	Brief Description	Deploying of Security Personnel
3.	Cost of Tender document	Rs.200/- Non-refundable. Payable by cash or DD drawn in favour of “Principal, SIHMCT, Trichy -15
4.	Earnest Money deposit	Rs.10,000/-
5.	Selling Office/place of submission of Tender/Place or opening of Tender	STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY, THUVAKKUDI, TRICHIRAPPALLI – 15.
6.	Closing of Tender	2 PM on 19.01.2018
7.	Opening of Tender	3 PM on 19.01.2018

PRINCIPAL

S.No.....

TENDER APPLICATION FORM

Tender offers should be sent to the undersigned in Wax Sealed Covers super scribing as “Tender for deploying of Security Personnel to be opened on **19 .01.2018** at **3.00pm**. Last date for receipt of tenders is on **19.01.2018** up to **2.00pm**. Tender received after 2.00pm on 19.01.2018 and afterwards either in person or by post will be rejected.

Admn.Officer (i/c)

- a. Name and address of the Tenderer (in capitals) :
- b. Rate: Security Guard : Per head/per shift/per month
(Inclusive of EPF& ESI)
- c: Previous Experience :
- d. Income tax Pan No. :
- e. GST .No. :
- f. Remarks, if any :

I am enclosing the E.M.D amount of Rs.10,000 vide D.D.No.....
Date.....drawn in faour of ‘Principal, SIHMCT, Trichy-15”

I/we.....
have gone through the enclosed terms and condition of the tender and will abide by them as laid down.

Signature and Seal of the Tenderer

**STATE INSTITUTE OF HOTEL MANAGEMENT & CATERING
TECHNOLOGY, THUVAKKUDI, TRICHIRAPPALLI 620 015**

Terms & Conditions:

FOR SECURITY PERSONNEL:

1. Sealed Tender is invited by the Principal, State Institute of Hotel Management & Catering Technology, Thuvakkudi, Trichirappalli 620 015 for the deployment of security personnel on contractual basis for the following shifts **for a period of one year from 1.2.2018 to 31.01.2019.**

Morning shift	6.00 am to 3.00 pm	3 Security guard
Evening Shift	2.00 pm to 11.00 pm	3 Security guard
Night shift	10.00pm to 7.00am	2 Security guard

Total Security Guards required 08 Nos

2. Earnest Money Deposit (Refundable) payable is Rs.10, 000/- (Rupees Ten thousand only) for Security Personnel by means of D.D only. Tenders without EMD will be rejected. EMD will be refunded except 3 lowest Tenderers. EMD of the rest 2 unsuccessful tenderers will be refunded after finalization of the tender. EMD will not carry any interest.
3. If the tenderer refuses to deploy the personnel for any reason after he is given the contract order from the date of commencement of the contract, EMD amount deposited will be forfeited.
4. **SECURITY DEPOSIT:** The successful tenderer will have to pay within 2 days a security Deposit of 5% of the total amount of contract for 2018. Security Deposit will not carry any interest. EMD of the successful tenderer can be adjusted against the security deposit. If he fails to respond within a week, the EMD paid will be forfeited to the Institute. The successful tenderer if after payment of Security Deposit fails to comply with appointment order from the date specified in the order, the security deposit will also be forfeited to the Institute. Security deposit of the successful tenderer is refundable only after the contract period is over.
5. Last date for receipt of completed tender form is **19.01.2018 up to 2.00pm**. Tenders will be opened in the presence of the tenderers at 3.00pm on **19.01.2018** and 8 security Guards with Full Uniform are to be presented to the Committee for Inspection /interview.
6. The Institute will not be responsible for any non-receipt/delay in transit of tender documents.

Signature and Seal of the Tenderer

7. All the pages of the tender document must be page numbered and each page signature with official seal. Corrections if any must also be attested.
8. Rates must be written both in figures and in words.
9. Tenderers should quote in the same tender forms supplied by this Institute only. Tender received in other than the form supplied by the Institute will be summarily rejected.
10. If the tender is incomplete or not properly filed or if any of the particulars called for in the tender wanting or if Security Guards are not presented for inspection, their tender will be rejected.
11. The rates once approved are final throughout the contract period and no request for increase of rates during the contract will be entertained in any case. If there is any violation of contract, the Security Deposit will be adjusted or totally forfeited.
12. Well trained Security Personnel having good physical structure and personal grooming in the age group of **25 -50** and having 5 years of experience and able to make strict vigilance to safeguard the Institute property, belongings, students & staff are required to be deployed. No payment will be made if the tenderer deploys over aged Security Personnel.
13. After doing one shift, no security staff should continue next shift.
14. The Security Staff deployed should have 5 years of experience and should have been provided with special training schedule for night duty before induction as guards. The guards should have training connected to the Educational Institute /Tourism/Hotel Industry or any other Institutions.
15. It is preferred that the Security Agency should have good liaison with the local police concerned.
16. Drunkenness or sleeping while on duty by the Security personnel deputed if found will not be permitted and the contract will be terminated without Notice and Security Deposit will be refunded after recovery towards loss etc.

Signature and Seal of Tenderer

17. Salary will be paid every month directly to the agency on receipt of the bill within 10 days. The premises may be inspected during working hours with permission of Head of Department.
18. The selected tenderer should present the security Guards who will be deputed to our Institute on 24.01.2018 at 3.00pm for inspection and interview.
19. You may contact the office during office hours for duties/responsibilities and any further details.
20. Relievers should be provided for the security staff on their leave days, absence or on their day offs. No extra salary will be paid for the relievers.
21. Security Guards are not to do two shifts continuously or Security Guards from other units should not be engaged continuously for the 2nd shift at this Institute for shortage of staff, for staff not reporting for duty/reporting late or for any other reason.
22. You are required to provide whenever extra security staff are needed.
23. Field Officer should inspect at odd hours in the night and during the day and give weekly report to the Principal without fail.
24. If the tenderer fails to fulfill the agreement conditions and fails to deploy the required personnel, the agreement will be terminated with forfeiture of Security Deposit. The Security Deposit so forfeited will neither be a fine nor is compensation but for the damages sustained as a result of failure.
25. The Committee will be at liberty to cancel the tender at any time, if the above terms and conditions are not fulfilled by the tenderer.
26. All Security personnel should attend duty only with identity card issued by the Security Agency, in full uniform, Badges (like Name, Security Guard with Designation) and Leather shoes etc.
27. The contractor is responsible for remitting EPF & ESI for the Security Staff.
28. The Institute reserves the right to reject any or all the tenders without assigning any reason whatsoever and no representation is entertained on this account.

Signature and Seal of the Tenderer

