

Ref.No: IIA/SEC/KKL/7099
27th April 2009

Sub: Security arrangement at IIA, Kodaikanal Observatory, Kodaikanal
Invitation for Tenders.

Indian Institute of Astrophysics, (IIA) is looking for a reputed and dynamic security agency to provide security services to safeguard the property, equipments, machineries as well as trees in the campus of the Observatory at Kodaikanal. This observatory is situated in an area of 100 acres and about 3kms from Kodaikanal town.

The proposal is to engage adequate security guards and supervisors to be deployed in three shifts, to provide round the clock service at the campus. The requirement is of 3 security supervisors and 11 security guards for this task and may vary depending on the requirement later. The security personnel to be deployed should be literate, below the age of 45 years and preferably served in the army.

Interested agencies well experienced in providing security arrangements for large organizations may submit their quotations in two bids system, i.e. one giving information with supporting document on the capabilities and past experience, service certificate with IT clearances etc., and the other to have the financial aspect. Agencies opting to quote may visit the place and for this purpose may contact Dr. K.Sundararaman, Scientist- In-charge,/ Sri. K. Sutherson, Administrative In-charge, IIA, Kodaikanal. The quotation in two sealed envelope super scribing, "Security – Technical Bid, Security Financial Bid" respectively addressed to the Director, Indian Institute of Astrophysics, Sarjapura Road, 2nd Block, Koramangala, Bangalore - 560034 and will be received up to 3.00 p.m. on 15th May 2009, and opened at 3.30 p.m. on the same date in the presence of the tenderers present. The technical bid should contain a Demand draft/ Pay order for Rs. 3000/- payable to the Director, Indian Institute of Astrophysics, payable at Bangalore towards EMD amount. The quote to cover on the Minimum Wages Act and include statutory payment like PF, ESI, etc. Refer to the Institute 's web page www.iiap.res.in for further information.

The Institute reserves the right to accept or cancel all or any offer without assigning any reason whatsoever.

Administrative Officer (Ag.)

Conditions
(Kodaikanal – Security)

27th

April 2009

The security service is to safeguard the institute properties.

1. The company shall furnish a security deposit equal to a month wages, by way of a bank guarantee or fixed deposit receipt in a scheduled bank.
3. Documentary evidence for having paid the salary as per the Minimum Wages Act to the security personnel deployed and also the contribution made towards PF and ESI shall be sent with the monthly bill for making payment.
4. If any property is lost in the said campus during the contract period, the company will make such losses good.
5. The company shall provide physically fit persons, ex-servicemen, on 12 hrs shift duty basis. The company should provide adequate security personnel as required by the institute and be able to supply additional security guards as and when needed. The Institute reserves its right to reduce the manpower if the situation warrants.
6. The security personnel on duty shall take care of screening, of vehicles, persons to the premises. The security personnel shall be issued proper identify cards by the company, which should be displayed by them while on duty
7. The security guard should be in proper uniform while on duty. The security work or conduct of the security personnel, if found to be unsatisfactory by the institute.
8. The company shall ensure that the personnel deployed are punctual, alert and vigilant in performance of their duties.
9. The security personnel deployed should strictly adhere to the direction/instruction given by the Administrative Officer, Indian Institute of Astrophysics, Bangalore or any other designated officers while performing the duties in the campus. Any dereliction/deviation shall be viewed seriously.
10. Short supply of manpower and absence by security guards while on regular assignment is not acceptable in such cases the contractor should make arrangement to deploy the security personnel within 30 hrs. A penalty @ Rs. 250/- per day day per security person will be levied and deducted from the following month bill, if such manpower is not provided by the contractor.
11. The contract can be terminated by either party by giving three month notice in writing..

