

24/01/2025

Ref.: MSE/AO/PO-57-2024_2025/

**INVITING QUOTATION FOR PROVIDING SECURITY SERVICES AT MSE ,
CHENNAI**

MADRAS SCHOOL OF ECONOMICS (MSE) , invites quotation from the reputed and qualified service agencies for a period of One year from 1st Feb.2025 for providing Security Services at its campus , may be renewable on satisfactory service.

Last Date for submission quotation Extended up to :10/02/2025 at 2.30pm

**QUOTATIONS RECEIVED AFTER THE LAST DATE AND TIME OF SUBMISSION
WILL NOT BE ENTERTAINED.**

Qualification Criteria:-

- [A] The Security Agency should have at least Ten years of experience in the field of providing Security Services in the Government Offices, Educational Institutions, Corporate Office, Business Establishments, etc.,
- [B] Experience Certificate should be obtained from the Institutions/Offices, where Security Services were provided and where the agency has provided more than 10 Security Guards at a time for Security Services.
- [C] The Security Agency should possess valid license issued by the IGP [Welfare] as required under the Private Security Agencies Act [Regulations] of 2005.
- [D] The Annual turnover of the Security Agency should not be less than Rs.10 lakhs. Testimonials to show the Annual turnover for the last three years should be obtained from the Chartered Accountant/ Income Tax Return should be furnished along with the quotation.

Functions and Responsibilities

- [1] The Security Agency has to provide **THREE** Security Guards on shift basis [**8 hours each per day**] to guard and provide security to MSE 24x7. Minimum Seven Security Guards required.
- [2] The Security Guards shall be competent in their duties with good physique and between the age group of **25 and 45 years** and should perform their function with utmost care, skill and abilities and conduct themselves, and behave honestly, faithfully and properly in the course of such service towards the MSE. The Security Agency shall be fully and absolutely responsible for the execution of their work.
- [3] The Security Agency through its Supervisor or such in charge person report to the Director / Administrative Officer or Maintenance Engineer of MSE to the official designated by him periodically once in fifteen days and get instructions for effectively implementing the security arrangement. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at Madras School of Economics, Chennai.
- [4] In the event of the work of any such Security Guard found unsatisfactory, the Security Agency shall replace such persons immediately at the cost and consequences to the Security Agency. If, however, the Security Agency fails to replace such Security Guard in spite of the request from the Director / Administrative Officer or Maintenance Engineer of MSE, it shall be lawful for the MSE to deduct proportionately from the monthly contract amount payable to the Security Agency or also to cancel the contract without further notice.
- [5] The Security Guards deputed shall be responsible to perform the duties of the Security Guards in the entire campus of the MSE, opening the office for cleaning by the House keeping personnel, closing the office after all the staff members have left the office and to keep the keys at their custody in the designated rooms as instructed.

- [6] It shall be the responsibility of the Security Agency to provide Security Guards to protect the property of the MSE from any pilferage, theft, damages etc., and in the event of any such loss or damages caused due to negligence of the Security Guards deputed, it shall be indemnified by the Security Agency and it shall be competent for the MSE, to deduct such amount of loss from the monthly service charges payable to the Security Agency by the MSE.
- [7] The Security Agency shall provide neat uniform as desired by MSE to the Security Guards deputed for security arrangements at the premises at their own cost. The uniform shall be full trousers, collage slack, shirt tucked in, cap, badge, a pair of shoes, identification of name card and belt.
- [8] The Security Agency shall make necessary arrangements for frequent and surprise checks and supervision of the Security personnel posted for the security at the MSE. The Security Agency shall maintain an **Occurrence Book** which will be made available to the supervisory staff of the Agency deployed at MSE.
- [9] The Security Agency shall furnish the full residential address of the Security Guards and their police verifications as and when they are posted.
- [10] The Security Guards must be punctual and should join their shift duty at least half-an-hour before the allotted time. The Guard on duty should leave the premises upon completion of his duty hours, only after the next shift person joins duty and relieve him.
- [11] The movement of all materials like, furniture, computers, or any such property, in and out of the campus should be permitted only on production of out pass issued by the MSE or information should be recorded in the assigned registers.
- [12] The Security Guard found in the habit of smoking, chewing tobacco and in the influence of alcohol etc., during duty hours will not be allowed to work.

Other Conditions

- [13] Security Agency will provide the attendance details of the security guards of the previous month along with the Invoice to MSE within 5 days of the beginning of the month. At any point of time, the wages of the security guards shall be disbursed by the Security Agency on or before 7th of every month at the rate approved per month / per guard for 8 hours' duty inclusive of all applicable taxes and levies.
- [14] Similarly, the Security Agency shall be responsible for remittance of the statutory obligations on time to the concerned authorities towards Provident Fund [employee and employer share] and ESI etc., of the security guards so appointed by them. The Security Agency should submit the proof of all statutory payment to the MSE. It is once again reiterated that the Security Agency should disburse the wages to the security guards on or before 7th of every month. Non-payment of wages in the stipulated date will lead to termination of contract without assigning any reason. It is the responsibility of the Security Agency to address the grievances of the security guards on time.
- [15] The agency should have an office in Chennai and must deploy a dedicated supervisor for our MSE to visit regularly to sort out any issues, in ease of administrative or statutory obligations.
- [16] An attendance should be maintained to record the presence of the security guards, which should be available to MSE Officials.
- [17] The Security Agency should maintain security guards in reserve and in the event of leave; reserve person should be deputed to offset the deficiency. Under no circumstances, the security guards will be permitted to engage for duty for more than 8 hours.
- [18] The rates shall be quoted separately in **Annexure-II**.
- [19] The Service / Management fees quoted by the Security Agency should be firm for the complete period of contract and the Security Agency should not ask any increase in the rate during the tenure of contract for any reason what so ever. **The quotations of those Agency quoted the service charges/ Management fees less than 3.85% will not be considered.**

- [20] The Director, MSE, shall continue to pay the said charges every month to the Security Agency so long the security guards deputed by the Security Agency perform their duties faithfully, honestly and diligently. The security guards shall obey and follow the instructions given by the Director / Administrative Officer / Maintenance Engineer , MSE or by the official designated by him.
- [21] The MSE, shall not in any way be responsible for any injury, loss, or damage sustained by the security guards in carrying out their duties.
- [22] The Security Agency shall indemnify the amount for any loss / damage sustained by any action of the security guards. The security guards shall not use the premises of the MSE for any purpose other than the security work.
- [23] The Selected Agency must submit a copy of the identity card with photo of the security guards to be assigned for the duty
- [24] The Director, MSE, shall have the right to cancel the contract anytime without assigning any reason to do so.
- [25] Subject to the terms and conditions mentioned above, the services of the Security Agency will be availed for an initial period of one year and based on their performance the term may be extended for another one year.
- [26] The Security Agency shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his security guards so deployed and ensure preservation of peace and protections of persons and property of MSE.
- [27] The security guards shall at all-time obey the lawful instruction given to them by the Director/Administrative Officer or by their staff who is designated to supervise. The security guards appointed by the Security Agency has no direct relationship of Employer-Employee with the MSE and they cannot claim permanency with the MSE.

- [28] These terms and conditions will be reviewed / amended with mutual consent between both the parties. The Director, MSE may at his discretion and at any time demand the Security Agency to reduce or add number of security guards as per the agreed rate.
- [29] The Contract can be terminated by MSE for unsatisfactory service after giving an opportunity to the Security Agency to explain the reasons and remedial actions. However, if both the parties want to terminate the contract, one months' notice period should be given on either side.
- [30] The successful Security Agency should execute an agreement in duplicate for the fulfilment of the contract in Rs.100/- non-judicial stamp paper within fifteen days from the date of award of contract. The expenses for the same will be borne by the Security Agency.
- [31] **The quotations should be addressed to "MADRAS SCHOOL OF ECONOMICS , Gandhi Mandapam Road , Behind Govt. Data Centre , Chennai : 600025" and shall be delivered in sealed covers in person / or through poston or before 30/01/2025 at 2.30pm to MSE. The MSE will not be responsible for any postal delay/any other delay for submission of quotation.**
- [32] The successful Agency / Company will be required to remit the non-interest bearing Interest Free Security Deposit equivalent to 10% of the total annual value of the Contract in the form of Demand Draft / Bankers Cheque within thirty days from the date receipt of the communication intimating to them of the acceptance of the quotation. The Security Deposit will be returned at the end of the contract period without interest.

- [33] The final acceptance or the quotation is entirely vested with the Director, MSE, who reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever. There is no obligation on the part of the MSE to communicate to the rejected Agency / Company. After acceptance of the quotation by the MSE, the Agency shall have no right to withdraw his quotation or claim higher rate in future.
- [34] All payment to be made to the Security Agency by the MSE will be subject to the applicable TDS in force.

The quoted rates shall not be less than the minimum wages of Collectorate rate / State government and shall include all statutory obligations. The rates quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI Contribution, bonus, insurance, leave salary etc. The offer of the Security Agency which does not abide by the minimum wages Act, as notified by government on the date of submitting of Application will be outrightly rejected. The Security Agency shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of (based on the location of MSE Centre).

[35]

DISPUTES AND JURISDICTION:

In case of any dispute arising out of any breach of contract pertaining to this quotation, the matter will be referred to any Arbitrator under Arbitration and Conciliation Act 1996. The arbitration shall be held in the City of Chennai only and the court at Chennai only shall have jurisdiction in relation thereto.

DATE:


Administrative Officer

ANNEXURE – I

01.	Name of the Agency / Organization:	
02.	Nature of the Organization/ Private / Partnership/ Proprietorship	

03.	Address of the Registered Office of the Agency / Company		
04.	Contact Details of the Agency / Company	PhoneNo.	
		Fax	
		E-Mail	
		ContactPersonName	
		MobileNo.	
05.	IGP(Welfare)Number: (Copy to be enclosed)		
06.	Name of Proprietor/Director of the Firm / Agency		
07.	Location of the Firm with address		
08.	Agency / Company Bank and its address and his Accounts No.		
09.	Year of Establishment of the said business / Registration No. of the Firm and incorporation particulars of the Agency / Company indicating legal status such as company, partnership / Proprietorship concern etc. & Experience certificate to be enclosed	Whether copies of relevant documents are attached: YES or NO	

10.	Agency / Company should have a minimum Annual turnover of Rs.10 Lakhs	<p>The testimonials for the past three years to show the Annual turnover obtained from the Chartered Accountant or Income Tax Return should be enclosed.</p> <p>YES or NO.</p>
11.	Permanent Account No. (PAN)	<p>Whether copies of relevant documents are attached:</p> <p>YES or NO</p>
12.	GST Registration No. details	<p>Whether copies of relevant documents are attached:</p> <p>YES or NO</p>
13.	E.P.F Registration Number: (Copy to be enclosed)	
14.	E.S.I Registration Number: (Copy to be enclosed)	
15.	Labour Licence Number: (Copy to be enclosed)	
17.	Any other information document, please specify	

Agency / Company Declaration

I / We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

DATE:

SIGNATURE OF THE Agency / Company & SEAL

ANNEXURE -II

PARTICULARS	Amount(InRs.)
Present Wage Perday*	524
Present Wage per month (GrossSalary)-(A)	15,720
EPF(12%) andCeiling@ Rs.15,000/-	1,800
ESIC(0.75%)andCeiling@Rs.21,000/-	118
Professional Tax (asperTNSlab) if applicable	
LWF if applicable	
EmployeesDeduction	1,918
NetSalary-Take home	13,802
PF(13%) andCeiling@Rs.15,000/-	1,950
ESIC(3.25%)andCeiling@Rs.21,000/-	511
Bonus– 7000slab(8.33%)	583
Net Charges to Company –(B)	3,044
TotalCost (A+B)	18,764
Service Charges/ Management Fees\$	
18 % of GST	
Total including Management fees & GST (FOR ONE PERSON per Month)	

***Note:As per Chennai daily wages**

\$ The Agency / Company quoted the Service charges / Management Fees less than 3.85 % will not be considered.