

Tender Form Fee = Rs. 2,000/-
(Non-refundable)

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
NAGPUR-440006



TENDER DOCUMENT FOR

**SECURITY SERVICES
OF
INSTITUTE CAMPUS INCLUDING HOSTELS**

TENDER NO.: IITN/STR/SEC/2018-19/04

DATE OF ISSUE OF TENDER	28-03-3019
LAST DATE OF SUBMISSION OF TENDER	22-04-2019
DATE OF OPENING OF TENDER	22-04-2019
ESTIMATED COST OF TENDER	Rs. 40.00 Lakhs

TOTAL PAGES – 24

Signature of Bidder with Seal and Date

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भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर ४४०००६
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR-440006

TENDER NOTICE No: IIITN/ STR/SEC/2018-19/04

Bids in Sealed Envelope are invited for "SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS"

For complete details, visit the Institute website: www.iiitn.ac.in. The bidders can download the tender documents / forms containing detailed specification, Terms and Conditions etc., **from 28-03-2019 to 22-04-2019 from Institute's website up to 2.30 PM**. They have to submit the bids by mentioning the Advt. No., and invariably submit a separate Bank Draft of **Rs. 2,000/-** (Rs. Two Thousand Only, Non Refundable) drawn in favour of The Director, IIIT, Nagpur, towards the cost of TENDER FORM to Administrative Section, IIIT Nagpur in the sealed envelope during submission of the Tender.

IIIT Nagpur will not be responsible for postal delay / non-receipt of tender form / D.D sent through the post. Tender forms duly filled in all respects only in the prescribed format, duly super-scribed, should reach office of the I/c Registrar, Indian Institute of Information Technology , BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur - 440006 on or before **22-04-2019 upto 3.00 p.m.**

The tender forms are likely to be opened at **3.30 p.m** on the same day.

The Director, IIIT Nagpur reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof.

For Complete Details visit our Website: www.iiitn.ac.in

For inquiries, Contact: Administration Section, IIIT Nagpur Tele: 0712- 2985010.

I/c Registrar

**INVITATION OF TENDER / BID FOR
SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS**

To,

Dear Sirs,

Subject: INVITATION OF TENDER / BID for "SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS".

1. You are invited to submit your most competitive bid for the following work:-

Brief Description of the Work	Specifications	Unit / Quantity	Work Period	Earnest Money Deposit
<p>"SECURITY SERVICES OF INSTITUTE CAMPUS INCLUDING HOSTELS"</p> <p>Please refer enclosed "QFA" for complete details</p>	<p>Present Requirement – 9 Guards (6 Male + 3 Female) for Makeshift Campus; Future Requirement – Approx. 25 Guards for Permanent Campus, as & when required.</p> <p>Detailed Specifications As per "QFA"</p>	<p>As per "QFA"</p>	<p>Initially the work shall be awarded to the Successful Bidder for Six Months.</p> <p>The period shall be extendable by another Eighteen (18) Months subject to appraisal & performance review by the Institute Authorities.</p> <p>The Services may be further extended for another period of One Year with mutual consent of both the Parties subject to appraisal & performance review by the Institute Authorities.</p> <p>In case of non-satisfactory performance, the Contract shall be liable to be terminated by the Institute at its sole discretion even before Six Months by providing One Month Notice to this effect.</p>	<p>Demand Draft drawn in favour of the Director, IIIT, Nagpur for an amount of Rs. 2,00,000/- (Rupees Two Lakhs Only) to be invariably enclosed with the Tender in a separately sealed envelope.</p> <p>Vendors registered with NSIC, MSMEs Etc are exempted from the payment of EMD subject to submission of documentary evidence.</p>

Signature of Bidder with Seal and Date

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2. BID PRICE:

- a. The work shall be as described in **Quotation Format Annexure (QFA)**. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- b. GST, if applicable, shall be paid by the Institute as per prevailing rates.**
- c. The rate quoted by the bidder towards Service Charges shall be in percentage of the Monthly Charges Per Security Guard in accordance with the Price Bid Format provided in this Tender Document.**
- d. The Service Charges Rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- e. In the event of revision of rates for Minimum Wages by Govt. of Maharashtra the onus for producing the copy of notification of Govt. of Maharashtra will be of the Agency.
- f. The Director, IIIT Nagpur, will not be responsible to any liabilities, entitlement of the workers engaged by the bidder during period of work. The adherence to the Govt. policies/norms/rules as stipulated, such as Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, safety of workers, PF liabilities, Medical Claims etc will be the sole responsibility of the bidder. No claim in this regard will be entertained by the Director, IIIT Nagpur what so ever.
- g. During the Security contract period, any damages / loss caused to the Institute will be recovered from the monthly bill of the contractor.

3. SINGLE BID BY INDIVIDUCAL BIDDER:

Each Bidder shall submit only one bid.

4. VALIDITY OF TENDER

Tender shall remain valid for a period of not less than 180 days after the deadline date specified for submission.

5. EVALUATION OF BIDS:

IIIT Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e. which:

- a) Are properly signed; and
- b) Confirm to the terms and conditions, and specifications.

The Tenders would be evaluated for all the items together as specified in "QFA".

Conditional Tender(s) will not be accepted.

6. EARNEST MONEY DEPOSIT

The bidder shall invariably enclose the **E.M.D. of Rs. 2,00,000/- (Rs. Two Lakhs Only)** for tender, in a separate envelope, only in the form of Demand Draft of a Nationalized Bank, drawn in favour of The Director, IIIT Nagpur, payable at Nagpur. Vendors registered with NSIC, MSMEs etc are exempted from the payment of the EMD subject to submission of documentary evidence.

Tender(s) without E.M.D. will be summarily rejected.

7. **The Commercial / Price Bid of the bidders who are not eligible in Technical Bid will not be opened. However, the EMD of such bidders will be returned in due course of time.**

8. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS:

Date of Issue	28-03-2019 at 10.00 AM
Last date of submission	22-04-2019 at 3.00 PM
Tender Fee	Rs. 2000/-
Amount of EMD	Rs. 2,00,000/-
Date of Tender Opening	22-04-2019 at 3.30 PM

“TWO BID SYSTEM” viz. **Technical / Qualifying Bid** and **Price / Commercial Bid** will be followed for this tender.

The Technical Bid and the Price Bid should be sealed by the bidder in two separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with **"Security Services at Indian Institute Of Information Technology, Nagpur."**

For Technical / Qualifying Bid - Envelope to be super-scribed with “TECHNICAL / QUALIFYING BID for **“Security Services at Indian Institute Of Information Technology, Nagpur”**”, and should be submitted with prescribed **EMD** and the associated supporting documents.

Tender Fee is also to be paid along with the Qualifying Bid in the form of **separate Demand Draft of a Nationalized Bank**, drawn in favour of The Director, IIIT Nagpur, payable at Nagpur.

Both the Demand Drafts should be kept in single envelope which in turn shall be included the bigger cover.

It is essential to fill all the forms completely to qualify the Technical Bid. Incomplete forms shall be summarily rejected. If needed, separate sheets should be enclosed for furnishing complete details.

For Price/Commercial Bid - Envelope to be super-scribed with “PRICE / COMMERCIAL BID for **“Security Services at Indian Institute Of Information Technology, Nagpur”**”. The Price should be indicated in the prescribed format in the Price / Commercial Bid only. Any other format will lead to disqualification.

The Price Bid shall be in percentage of the Monthly Charges Per Security Guard in accordance with the Price Bid Format provided in this Tender Document and shall be above 1% in fraction up to two decimal places. The Agency quoting Service Charges less than or equal to 1% will be disqualified.

Sealed envelope has to be submitted in the "Tender Box" kept in the Office of Indian Institute of Information Technology, BSNL RTTC, Near TV Tower, Beside Balaji Temple, Seminary Hill, Nagpur - 440006 on any working day **or** before 3.00 P.M. on **22-04-2019**. Bids received after the last date and time of submission as indicated in the tender notice will not be considered and will lead to rejection. The bids received in time will be opened on **22-04-2019 at 3.30 PM**.

Each envelope / cover should clearly indicate the name and address of the bidder.

Contract will be awarded to the bidder having the lowest rate in Price / Commercial Bid (L1).

SELECTION CRITERION IN CASE OF TIE OF SAME RATES OF L1

1. Bidder having higher Average Annual Turnover for last 3 years (as per submitted documents) will be selected.
2. In case of tie in Clause 1 above, the bidder having earlier registration in PSARA Act will be selected.

9. AWARD OF WORK:

IIIT, Nagpur will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has been selected as per the above criteria.

Notwithstanding the above, IIIT Nagpur reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.

The bidder whose bid is accepted will be notified of the award of contract by IIIT Nagpur prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.

10. The Contractor would be paid each month the amount agreed in the Letter of Award on lump sum basis after he pays the wages to the security guards. The salary payment has to be made through bank to all the security guards.
11. Any amendment or corrigendum regarding the tender will be issued on the Institute website only.
12. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
13. **You are requested to provide your offer on or before or latest by 3.00 PM on 22-04-2019.**
14. All Communication is to be addressed to –

**The I/c Registrar,
Indian Institute of Information Technology,
BSNL RTTC, Near TV Tower, Besides Balaji Temple,
Seminary Hills, Nagpur – 440 006**

We look forward to receiving your quotations and thank you for your interest in this tender.

I/c Registrar

Signature of Bidder with Seal and Date

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CHECK LIST FOR TECHNICAL ELEGIBILITY CRITERIA

Sr. No.	Particulars	Criteria
1	Submission of Tender Fee	To be submitted in the form of Account Payee Demand Draft of a Nationalized Bank in favour of the Director, IIIT Nagpur payable at Nagpur. Agency should write name of firm and address on the reverse side of DD/PO.
2	Submission of Earnest Money Deposit	To be submitted in the form of Account Payee Demand Draft of a Nationalized Bank in favour of the Director, IIIT Nagpur payable at Nagpur. Agency should write name of firm and address on the reverse side of DD/PO.
3	Registration under the Shop & Establishment Act (Maharashtra)	Copy of Registration Certificate
4	Labour License valid as on the date of Tender submission.	Copy of the Labour License
5	Registration under the Private Security Agencies (Regulation) Act (PSARA), 2005.	Copy of the Registration Certificate
6	Registration under EPF, ESIC, GST & IT.	Copies of valid EPF Registration, ESIC Registration, GST Registration and Pan Card.
7	Minimum Average Annual Turnover of the preceding three years should not be less than Rs. 12.00 Lakhs.	Copies of Balance Sheets of preceding three years i.e. 2015-16, 2016-17 and 2017-18 and CA Certificates certifying year wise Turnover.
8	The Agency should have experience of at least two years in the field of providing minimum 20 (including Female) Contract Uniformed Security Guards to Government Departments / PSUs / Banks / Central Autonomous Bodies. Out of completed contracts, at least once Contract should be costing not less than Rs. 32.00 Lakhs per Annum in last three years.	The details of the experience to be provided in Form "A" along with copies of the Work Order / Experience Certificate.

9	The Agency should not have been blacklisted by any Government Department / PSU / Bank / Central Autonomous Body.	Affidavit on Rs. 100/- Stamp Paper to the effect that the Agency is not blacklisted by any Government Department / PSU / Bank / Central Autonomous Body as on the date of Tender submission.
10	Submission of Letter of Transmittal	The Agency should submit the Letter in prescribed FORM-B .
11	Submission of Proposal	The Agency should submit the Proposal in prescribed FORM-C .
12	Submission of Price Bid	The Agency should submit the Price Bid in a separate sealed cover in prescribed FORM-D .

BIDS OF AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS WILL SUMMARILY BE REJECTED

TERMS AND CONDITIONS

- 1) The Bidder Agency shall be responsible for all / any injuries and accidents to persons employed by it. Institute will not have any financial liability for any medical services in such cases.
- 2) The Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the officer designated by the Director IIIT Nagpur. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
- 3) The Agency and its staff shall take proper and reasonable precautions so that the areas of responsibility given to it by the Institute are preserved from loss, destruction, waste or misuse. It shall not knowingly lend to any person or Agency any of the assets of the Institute under its control. In the event of any loss being caused to the Institute on account of negligence / dereliction of duties by the Agency or Agency's employee that shall be established after a joint inquiry comprising of the representatives of the Institute and the Agency, the Institute should get the same compensated from the Agency. The Agency should have a Public Liability Insurance Policy Cover.

The Agency will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightning, earth quake, floods etc

- 4) The Agency shall not appoint any other Agency or third party to carry out any obligation / task / function, under the contract.
- 5) The Agency shall take day to day instructions from the officer designated by the Director IIIT Nagpur.
- 6) If the Agency fails to implement the assigned jobs or parts of the Standard Operating Procedures to the satisfaction of the Director of the Institute or any officer nominated by him or on any day in any part of the areas assigned, the Agency shall be penalized by imposing a fine of Rs 1000 (Rs One thousand) per penalty per day. The penalty shall continue for successive days till the satisfaction of the authorities. The Agency shall provide replacement in case the employee of the Agency is proceeding on leave. This will be at no additional expense to the Institute. In case of any absence, the Agency shall be penalized by imposing a fine of Rs. 1000/- (Rs One thousand) per Guard per day in addition to that day's salary. This will also be in addition to the claim of the Institute as mentioned above in Para 3. The amount of penalty will be deducted from the monthly bills.
- 7) None of the employees of the Agency shall enter into any kind of private work at any location of the Institute, failing which penalty as stipulated in Clause 6 of the above terms and conditions shall be imposed. The employees should not be put in different shifts at other locations & also they should not be employed by other agencies.
- 8) **Criteria for Physical Standards and Qualifications:**

The employees of the Agency shall be of Good character and of sound health.

Male Security Guards (Civilians)

- Age: **Not less than 21 years & not** more than 45 years.
- Character: Good
- Education Qualifications: minimum H.S.S.C.
- Physical Standards: Height – minimum 155 cm & should be mentally/ medically fit to
- carry activities of security.
- Minimum experience 2 years of Security.

Lady Security Guards (Civilians)

- Age: **Not less than 21 years & not** more than 45 years.
- Character: Good
- Education Qualifications: minimum H.S.S.C.
- Physical Standards: Height – minimum 150 cm & should be mentally/ medically fit to carry activities of security.
- Minimum experience 2 years of Security.

- 9) The Institute will have liberty to increase/ decrease the total number of Guards as the Institute is going to shift shortly in its Permanent Campus located near Waranga, Butibori (Nagpur).

- 10) The Agency is liable to pay all statutory benefits such as provident fund contributions, leave salary, medical benefits etc. and observe statutory working hours for its employees and maintain records thereof.
- 11) The agency is responsible for proper maintenance of registers, records and accounts for compliance with statutory provisions / obligations.
- 12) The Agency is liable to defend/indemnify IIIT Nagpur from any liability or penalty which may be imposed by authorities for any violation by the Agency of such laws, regulations and also against all claims, suits or proceedings.
- 13) It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less communication equipment and computers.
- 14) All Guards should have working knowledge of MARATHI, HINDI & ENGLISH.
- 15) The Agency shall maintain an Occurrence Book, which will be made available to the supervisory staff of the Institute.
- 16) In the event of revision of rates by Government of Maharashtra at any time, the same rates will accordingly be revised. The onus for producing the copy of notification of concerned Authority will be of the Agency.
- 17) Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, BONUS Income Tax, Service Tax or any other extra taxes levied by the Government of India, Government of Maharashtra, Companies Act, Tax Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Agency, and it shall not involve the Institute in any way what-so-ever.
- 18) The manpower proposed to be deployed by the Agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person in the Institute it is mandatory to the Agency to furnish complete particulars as per para Sr.No.8 and obtain written approval of the officer designated by the Director IIIT Nagpur of the Institute. In any case less qualified & non-experienced manpower, shall not be deployed / posted to IIIT Nagpur, otherwise it will be viewed as breach of contract.
- 19) Institute reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/notice.
- 20) The Agency shall supply trained/experienced manpower. The Agency shall also undertake at its own expense in consultation with the Institute, a continual updating of skills and processes and procedure to be followed by the Security Staff provided to the Institute by organizing suitable training schedules for them. The Agency shall also provide a tentative schedule /plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Agency.

The Agency will also include the training and updating skills of permanent security staff of Institute in consultation with the Institute at no additional expense to the Institute. The Institute agrees to provide Space/Lecture Hall for such a training programme for security staff of institute. The manpower supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Institute. In case of an outbreak of fire they should be able to undertake fire fighting operations. The Staff selected for deployment will compulsorily undergo ON-SITE Training for at least 15 days under Agency's arrangements and expense.

- 21) Duration of the contract shall be six (6) months initially extendable by another eighteen (18) months subject to appraisal and review by the Institute authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before six months by giving notice of one month to this effect.

The Services may be further extended for another period of One (1) Year with mutual consent of both the Parties subject to appraisal & performance review by the Institute Authorities.

The Institute may terminate the agreement by giving one month's notice in writing to the Agency at any time during the contract without assigning any cause.

The Agency may also terminate the agreement by giving three months notice in writing to the Institute without assigning any cause.

A record of every lapse small or big to be maintained & a weekly meeting of the representative of the Agency with the officer designated by the Director IIIT Nagpur will be held and minutes of the same recorded for compliance. A monthly meeting with the Branch Manager of the agency to be held for follow-ups.

- 22) The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Govt. of Maharashtra per month. The payment should be made by e- transfer to bank account of security guards and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of ESI, EPF etc. the agency shall produce original challans /receipts for verification & records and shall submit a photocopy thereof.
- 23) The Agency shall ensure that the guards shall wear uniforms (all weather including seasonal clothing like Rain Coats, Gum Boots etc.) with Name plates and identity card. The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases where-in specifically asked for. The Uniform should be in good condition & not torn / worn-out / faded. The cost for all the above items should be borne by the agency only.

- 24) IIIT Nagpur premise is a No-Smoking Zone. No security staff of the Agency should be found smoking, eating pan, gutka or intoxicants/drugs.
- 25) The Security Guards shall normally be required to work in three shifts basis. The authority to change this will be with IIIT Nagpur depending on requirement and urgency of situations as & when occur.
- 26) No security Guards will be allowed to perform double duty on continuous basis unless authorized by the officer designated by the Director IIIT Nagpur
- 27) No employee of the Agency shall work for more than 26 days in a month or as specified by Labour Laws.
- 28) The selected Agency shall submit **Performance Security Deposit of an amount of Rs. 4.0 Lakhs (Rupees Four Lakhs Only) in the form of Demand Draft of any Nationalized Bank drawn in favour of the Director, IIIT Nagpur and payable at Nagpur**, interest free, as Security with the Institute for the entire duration of the contract which will be replenished from time to time in case of deductions by the Institute towards recovery from the Agency. The aforesaid security deposit shall be returned to the Agency after termination / expiry of the contract, after deductions, if any, made by the Institute.

Performance Security Deposit shall be adjusted / refunded after six (6) months of the expiry / termination of the Contract / Services.

- 29) The Agency will get all the staff on its roll for contract at IIIT NAGPUR, verified of their antecedents through Nagpur Police and a certificate to this effect be furnished by the Agency to the Institute within 3 months of initial deployment. The Agency should maintain proper record/documents of the same. These documents are required to be produced to the Institute whenever required.
- 30) The Agency shall have a registered office in Nagpur. It should be a professionally run organization. The office shall have effective communication facilities like telephone, FAX, pagers, Mobile Telephone, e-mail, Wireless system and Vehicles and the Agency should have a 24 hrs manned control room to ensure a quick response.
- 31) The Agency shall have proper standard and procedures of recruitment and training. The Agency will provide a copy of Training Manual for inspection to IIIT NAGPUR authorities.
- 32) **GST, if applicable shall be paid by the Institute. No tax will be reimbursed by IIIT NAGPUR separately.**
- 33) Agency shall obtain specified license from the Regional Labour Commissioner, Nagpur, Government of India, within a reasonable time after issue of letter of Acceptance of Bid for employment of labour in excess of the specified number, if required as per law.

34) Termination:

Institute shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to contractor shall be served, giving 30 (thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof.

If all or part of the contract is terminated in accordance with the provisions contained above, the Institute shall pay to contractor charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

35) TERMS OF PAYMENT

- i) The Agency would be paid each month the amount agreed in the award of letter on lump sum basis after it pays the wages to the security guards on or before 5th day of each month.

The salary payment has to be made through bank to all the security guards with intimation to the Accounts Section of IIIT Nagpur.

Only after that the Bills have to be raised in duplicate along with the following documents in the order stated below:

- a. Wages cum Muster sheet of the month duly paid to the guards.
 - b. Attendance sheet of the guards for the month.
 - c. Copies of the P.F. Challans and ESIC Challans.
 - d. Copies of monthly returns submitted to the P.F. authorities (Form 12A, 5 and 10) as applicable.
 - e. Statement showing the details regarding the names of the guards engaged during the month along with their P.F. account number, employees contribution of P.F. and employer contribution of P.F. etc.
 - f. A certificate stating that the guards have actually been engaged by them and the P.F. contribution has been deposited with the P.F. authorities by them on the due date.
- ii) On certification by the Competent Authority, the bill will be forwarded to Accounts Section for payment purpose. Income tax as per I.T. Act and TDS as applicable under GST Act will be deducted from the bill.
- iii) The final settlement shall be made subject to production of "No Dues Certificates" from all the concerned workers etc. and submission of P.F. challans / annual returns and an undertaking on the stamp paper of the required value duly notarised by the Competent Authority.

36) In case of any discrepancy while executing the contract, the decision given by Director, IIIT Nagpur shall be final and binding on the Agency.

i) Definitions: Institute means "IIIT Nagpur" and Agency means the 'Contracting Agency including its Directors, Managers, Officers, Supervisors, and Employees & Workers etc'.

ii) Director, IIIT Nagpur reserves the right to accept or reject any or all or any part or apportion of the work amongst the different tenderers without assigning any reason thereof, and the decision of Director, IIIT Nagpur in this respect shall be final.

The above information shall be furnished by the bidder invariably in appropriate Schedules / Annexure as may be relevant.

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
NAGPUR-440006

QUALIFYING / TECHNICAL BID

QUOTATION FORMAT ANNEXURE (QFA)
Technical Bid

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
NAGPUR-440006

SCHEDULE TO QUOTATION IFB NO	IIITN/ STR/SEC/2018-19/04
Tender Fee	Rs. 2000/-
Date of Issue	28-03-2019
LAST DATE OF SUBMISSION OF TENDER	22-04-2019 3.00 PM
DATE OF OPENING TENDER /BID	22-04-2019 3.30 PM
QUOTATION MUST REMAIN VALID FOR	180 days from the date opening of the Tender
DIVISION	Security Services

NAME OF WORK: - **SECURITY SERVICES OF INSTITUTE INCLUDING HOSTELS FOR A PERIOD OF TWO YEARS SUBJECT TO TERMS & CONDITIONS.**

Present Requirement – 9 Guards (6 Male + 3 Female) for Makeshift Campus; Future Requirement – Approx. 25 Guards for Permanent Campus, as & when required.

Sr. No	SCOPE OF WORK	Services offered by the Contractor for Compliance (YES/NO)
1)	The Agency shall provide Security to the Institute as well as residents at the IIIT Nagpur campus, by deploying fail-safe Security measures, providing early warning, and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the agency are enumerated below. (the list is indicative and not exhaustive)	
2)	Protection of property and personnel (faculty, officers staff, students, official visitors and residents) of the Institute against wilful harm; the Institute meaning All Gates, Academic Areas, Activities Area, Hostels, Guest Houses, Play Grounds, Health Centre, Open Areas, Areas with plantation, Service Roads, etc. all within the boundary of IIIT NAGPUR Campus including the boundary wall itself.	
3)	Protection of cash and documents, static or in transit or due to burglary (where loss is due to entry after breaking any entry lock/door/window/grill).	

Signature of Bidder with Seal and Date

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4)	Regulate access control at gates, prevent misuse of IIIT Nagpur grounds and facilities by outsiders, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the Institute Campus and prevent vandalism, breaking of twigs / trees throwing of garbage / littering and ensuring cleanliness. Ensure proper & timely reporting of violations to supervisors.	
5)	Prevent loss that is on account of lapse in “access control measures” at Gates of the Institute.	
6)	Undertake fire fighting operations with provided equipment.	
7)	Regulate parking of vehicles in designated areas of the Institute and also regulate traffic movement at the entry/ exit gates within the campus and ensure traffic rules are followed.	
8)	Adhere to the Standard Operating Procedures (SOPs) given by the Director or his nominee which may be modified from time to time by the Director or his nominee.	
9)	The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.	
10)	The Agency will carry out ‘on the job’ training of Guards at the time of induction and ensure Refresher Training of at least two days during the period of the contract every 02 months at their own cost.	
11)	The Agency will also carry out regular Mock fire drills and Mock Security exercise to train staff, students, faculty and residents at least once each semester.	
12)	Prevent defacing/ damage to Institute property buildings etc. prevent Graffiti/ poster pasting defacing of any wall by unauthorised advertising etc.	
13)	Prevent entry of animals & stray dogs/pigs into the campus and removing/chasing of dogs from Academic Area and Hostels. Liaison with Police/ Fire/ MCD and NMC for this issue.	
14)	Switch off lights of Institute Premises when not in use and report leakage of water taps etc.	
15)	Carry out any other job assigned by the Director or his nominee in the interest of Security of Institute.	
16)	Protection of property and personnel of the Institute in transit when so specified.	
17)	The agency should provide extra security as and when required viz. Students Festivals, VVIP/ VIP visits, social and religious functions inside the IIIT NAGPUR Campus.	
18)	Conduct security audits / surveys / investigations / consultancies as per requirements free of cost.	
19)	The agency should be able to provide at least 1 security guard in each shift with valid LMV licence to drive four wheeler as per the institute needs.	

DETAILS OF THE AGENCY

1)	Name & Address of the Agency	
2)	Name & Address of the Authorized Person	
3)	Telephone, Mobile No., Fax No. and e-mail address of the Agency & the Authorized Person	
4)	Legal Status of the Agency: a) An individual b) A Proprietary Firm c) A Partnership Firm d) A Limited Company	
5)	Name, Address and Contact Numbers of the Director(s)	
6)	Annual Turnover Details FY – 2015-16 FY – 2016-17 FY – 2017-18 Average Turnover of preceding three years	
7)	Bank Details of the Agency	

Signature of the bidder or
his authorized signatory with
Seal of the Agency

Dated:

FORM 'A'

DETAILS OF WORK EXPERIENCE

Sr. No.	Name of the Government Department / PSU / Bank / Central Autonomous Body	Period of Contract		Total Period	No. of Guards / Shift			Contract Cost / Month
		From	To	Years	Male	Female	Total	Rs. Lakhs

Please attach supporting Work Orders / Experience Certificates / Successful Completion Certificate.

Signature of the bidder or
his authorized signatory with

Seal of the Agency

Dated:

FORM 'B'
LETTER OF TRANSMITTAL

From:
[Full address of the Agency]

To,
The Director
Indian Institute Of Information Technology, Nagpur
Nagpur-440006

Sub: Submission of Tender for Security Services of Institute Campus including Hostels, of IIIT Nagpur.

Sir,

Having examined the details given in invitation for Technical/Price Bid published in the news paper and Technical bid document for the above work, we hereby submit the application with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply
3. We submit the requisite Banker's statement and authorize the Director, IIIT NAGPUR – Nagpur to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the Director, IIIT Nagpur to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.

Signature of the bidder or
his authorized signatory with
Seal of the Agency
Dated:

FORM 'C'

PROPOSAL SUBMISSION FORM

[Location, Date]

To
The Director
IIIT Nagpur

Dear Sirs:

We, the undersigned, offer to provide our services for work of Security Services of Institute Campus including Hostels, in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our proposal is accepted, to initiate the work of **Security Services of Institute Campus including Hostels** related to the assignment not later than the date indicated in the Work / Office Order.

We understand that, you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the IIIT Nagpur as amended from time to time. I also undertake that in case of any dispute the decision of the Director, IIIT Nagpur will be final & binding on me.

Date:

[Signature of Bidder or authorized representative of the staff]

Day/Month/Year

Full name of authorized representative:

भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
NAGPUR-440006

PRICE BID

FORM 'D'

PRICE / COMMERCIAL BID

Tender No.: IIITN/ STR/SEC/2018-19/04

“Security Services of Institute Campus including Hostels”

Sr. No.	Particulars	Rate / Month / Security Guard (As per Applicable Minimum Wages for Male/Female Security Guard)
I	II	III
1	Basic Wages	6900.00
2	VDA	4104.00
3	Minimum Wages (Basic + VDA) =	11004.00
4	EPF @ 13%	1431.00
5	ESIC @ 4.75%	523.00
6	Wages / Month (3+4+5) =	12957.00
7	GST as Applicable as per prevailing rates	---
8	Service Charges in percentage of No. 6	In Figures:
		In Words:

Note:

1. The rate quoted by the bidder towards Service Charges shall be in percentage of the Monthly Charges / Security Guard.
2. The Price Bid shall be above 1% in fraction up to two decimal places. The Agency quoting Service Charges less than or equal to 1% will be disqualified.
3. In case of tie for Service Charges, the Agency having higher Average Annual Turnover for last 3 years (as per submitted documents/CA Certificates) will be selected.
4. In case of tie in Clause 3 above, the bidder having earlier registration in PSARA Act will be selected.

Signature of the bidder or
his authorized signatory with
Seal of the Agency
Dated:

Signature of Bidder with Seal and Date

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