



Indian Institute of Technology Hyderabad

Kandi, Sangareddy – 502 285, Telangana State

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### **NOTICE INVITING TENDERS (NIT) FOR SECURITY SERVICES ON CONTRACT BASIS AT INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

|                                   |   |                                                                       |
|-----------------------------------|---|-----------------------------------------------------------------------|
| NIT No.                           | : | IITH/103/Admin/Ex-Servicemen Security/2020                            |
| NIT Issue Date                    | : | 24 <sup>th</sup> April 2020                                           |
| Estimated Tender Value            |   | Rs.6,71,00,000/- appx.                                                |
| Tender Fee (Non-Refundable)       | : | Rs.1,500/-                                                            |
| Earnest Money Deposit             |   | Rs.13,42,000/-                                                        |
| Download of the Tender            |   | From: 27 <sup>th</sup> April 2020<br>To: 18 <sup>th</sup> May 2020    |
| Last Date of Submission           | : | 26 <sup>th</sup> May 2020                                             |
| Opening of Technical Bid (Part-1) | : | 26 <sup>th</sup> May 2020 at 03:00pm                                  |
| Opening of Price Bid (Part-2)     | : | Time & Date will be announced only after evaluation of Technical bid. |

## **DISCLAIMER**

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Indian Institute of Technology Hyderabad (IITH) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

2. The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for the Institute, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

3. This Tender document includes statements, which reflect various assumptions and assessments made by the Institute in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

4. The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

5. Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Institute accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

6. The Institute, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein

or deemed to form part of this Tender document or arising in any way in this Tender Stage.

Sd/-  
Registrar

**TENDER DOCUMENT FOR SECURITY SERVICES ON CONTRACT BASIS AT  
INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

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Ref. No: IITH/103/Admin/Ex-Servicemen Security/2020

Date: 24th April, 2020.

NOTICE INVITING TENDER

1. Sealed Tenders are invited by the Director, IIT Hyderabad from experienced registered Contractors/Firms/Cooperative Societies having a valid license under Contract Labour (Regulation and Abolition) Act, 1970 and PSARA License under PSARA Act, 2005 (section 4) for providing '**Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad**'. The Institute presently functions from its permanent campus at Kandi (Village & Mandal), Sangareddy District, Telangana.

01	Download of tender document	27th April 2020 – 10:30 hours to 18th May 2020 – 17:00 hours
02	Last date for receipt of tender	26th May 2020 – 14:30 hours
03	Opening of Part I of the tenders	26th May 2020 – 15:00 hours

2. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from the Institute's website <https://www.iith.ac.in/tenders/> as well as from CPP portal.
3. **Essential Experience:** Contractors/tenderers should have at least 5 (five) years of experience as Security Contractor handling security work in Govt./Private Organization, PSU, Scientific Institutions/ R&D organizations or Educational Institution of repute and should be in a position to engage adequate number of persons to execute the work. **Mere supply of workers/labourers shall not be deemed as relevant experience.** The Contractor shall be in possession of valid PSARA license.

4. **The Contractor shall engage Ex-Servicemen for the job:** The Contractor shall engage Ex-Servicemen for the job. However, in case of non-availability of Ex-Servicemen, the Contractor may engage up to a maximum 25% of the total strength from CRPF, BSF, ITBP, CISF, SSB, Assam Rifles, SFF and ICG.
5. Tenderers may contact the Chief Security Officer or the Security Officer of IIT Hyderabad over Ph: 8331036083 or 8331036084 for site inspection and to acquaint themselves with the proposed work to be carried out before submission of their tenders.
6. **Submission of Tenders:** The Tenders should be submitted in a sealed envelope (main sealed envelope) addressed “The Director, IIT Hyderabad, Kandi, Sangareddy – 502 285” duly super-scribing the name of the work on the envelope “**Tender for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad**”, and should be dropped in the tender box kept in Administration Section or the envelope should reach IITH by post on or before 14:30 hours on 26th May 2020 i.e. the last date for receipt of tenders.
7. **Tender Processing Fee:** The tenders should be accompanied by a processing fee of Rs.1,500/- (Rupees One thousand five hundred only) in the form of Demand Draft/Banker’s Cheque drawn in favour of the Director, IIT Hyderabad payable at SBI, IITH Kandi – IFSC Code 14182. No other mode of payment of fee will be accepted. The Tender Processing Fee shall be placed in a separate envelope marked as “**Tender Processing Fee for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad**” and put within the main sealed envelope. Tenders received without tender processing fee will be rejected. However, the category of firms mentioned in para 18 below are eligible for exemption from payment of tender fee.
8. **Earnest Money Deposit:** The Tenders shall be accompanied by an Earnest Money Deposit (EMD) of Rs.13,42,000/- by way of a Demand Draft/Banker’s Cheque drawn in favor of the Director, IIT Hyderabad payable at SBI, IITH Kandi – IFSC Code 14182 and no other mode of payment will be accepted. The EMD shall be placed in a separate envelope marked as “**EMD for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad**” and put within the main sealed envelope. Tenders received without EMD will be rejected. However, firms with NSIC/MSME registration for supplying security services by ex-service men and supervisors are exempted from payment of tender fee and EMD. No other firm shall be exempted from payment of tender fee and EMD.
9. This is a two bid system i.e., Part I) Technical Bid and Part II) Price Bid.
10. **Part I Technical Bid:** Technical Bid should contain Annexure-I, Annexure-II, Annexure-III, Tender Processing Fee and Earnest Money Deposit (EMD). The

tenders should also be accompanied by copies of the documents stated in Annexure-I.

11. Part II Price Bid: Price Bid should be as per Annexure-IV and Annexure-V.

12. Envelopes: Signed and sealed Part-I and Part-II should be kept in separate sealed envelopes. **The envelope for Part-I** should be super scribed as “Tender for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad – **Part-I (Technical Bid)** and the envelope for **Part-II** should be super scribed as “Tender for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad – Part-II (Price Bid)”.

13. All the four sealed envelopes should be kept in a big single sealed envelope super-scribed as “Tender for Security Services by Ex-servicemen guards and Supervisors on contract basis at IIT Hyderabad”. **Failure to comply with this instruction renders the tender/bid automatically disqualified.**

14. The Tenders received after the due date/time will not be considered under any circumstances. They stand summarily rejected, and will not be opened.

15. Opening of Part I of the bid: Only Part-I (Technical Bid) will be opened at 15:00 hrs on 26th May 2020 in the presence of tenderers or their authorized representatives, who are present.

16. Opening of Part II of the bid: After evaluation of Part-I (Technical Bid), the price bids of only those tenderers who satisfy all the eligibility criteria laid down for part I and this notification and whose technical bids stand qualified, will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

17. Evaluation of tender: 70% weightage will be assigned to the price bid and 30% weightage will be assigned to ‘Quality Assessment’.

18. In case two or more tenders are equal, work will be awarded to the contractor having more experience than the others with preference to security services experience in IITs, NITs, and educational institutions of repute. In regard to CRPF, BSF, ITBP, CISF, SSB, Assam Rifles, SFF and ICG, the contractor should quote only his Service Charge in Annexure-IV. The Service Charge will be negotiable by the institute and will not be taken into account for evaluation of tender.

19. Quality Assessment Sheet (QAS): The QAS Proforma has been prescribed (at Annexure-II) and all the tenderers have to obtain QAS Certificates from the Clients, separately for each of the contracts. Contracts/Experience certificates for which Quality Assessment Certificates are not produced by the tenderer will not be considered for any purpose.

20. **Marks for Quality Assessment (30% weightage):** Quality Assessment carries 30% weightage. Maximum possible score is 50 i.e. 5 mark each for the 10 factors. Arithmetic average of the total marks scored in all the contracts will be worked out and marks will be assigned in proportion to maximum marks. For example, if the average marks for a tenderer is 40, score for Quality Assessment will be $(40/50) \times 30 = 24$ marks.
21. **Marks for price bid (70% weightage):** Price bid carries 70% weightage. The tenderer who quotes the lowest price; a) subject to compliance with Minimum Wages, ESI and EPF contributions, Bonus, and b) subject to compliance with latest DGR rates for Ex-servicemen Supervisors and Security Guards; will be given a score of 70 for price bid. The bids that are not compliant with a) and b) stand automatically disqualified and consideration of award of contract will be based on Service Charge. The tenderers will be allotted score relative to the score of the lowest tenderer, as below:
- a. $FS = (L1 / L) \times 70$
 - b. Where:
 - c. FS = Marks for the price bid.
 - d. $L1$ = Service Charge of the lowest tenderer.
 - e. L = the Service Charge quoted by the tenderer under evaluation.
22. **Total marks** scored will be marks for price bid and marks for Quality Assessment. After assignment of weightage.
23. **Uniform, etc.:** For each year, the workers must be provided with items as mentioned in para 15 of contractor's obligations.
24. **Quoting unduly lower rate of Service Charge:** The contractor has to quote service charge that takes care of TDS, expenditure towards items stated in para 15 and 16 of contractor's obligations expenditure towards identity card, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.
25. **Details of expenditure vis-à-vis service charges:** With a view to preventing instances like quoting unreasonable/impracticable service charges, the contractor has to submit details of expenditure in **Annexure-V** along with documentary evidence like Estimates in support of expenditure, along with the price bid.
26. **Decision on reasonability of service charge:** Institute reserves the right to take a view on the reasonability of the rate of service charge. The decision of the

Institute in this regard shall be final and binding. No representation will be entertained and replied to.

27. If the Institute considers that the service charge of the tenderer who has quoted the least rate is not feasible, such tender shall be treated as non-responsive and the quotation with the next higher rate shall be evaluated, and this process will be iterated till a bid with reasonable service charge is found and the work will be awarded to such tenderer only.
28. The tenders shall be valid for a period of 90 days from the date of their opening. In case the tender opening date happens to be declared as a closed holiday, the tenders will be received and opened on the next working day without any change in timings.
29. Canvassing in connection with the tender is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be summarily rejected. The tenderers shall declare in writing that neither he nor any of them is, in any way related to any Faculty/officer of the rank of Under Secretary or above in IIT Hyderabad.
30. The Director, IIT Hyderabad, reserves the right to:
 - I. Reject any or all the tenders without assigning any reason whatsoever;
 - II. Not bind himself to accept the lowest or any tender; and
 - III. Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

Sd/-
Registrar

TERMS & CONDITIONS

1. The EMD of the successful tenderer will be retained till submission of requisite security deposit/performance guarantee. EMD of all unsuccessful tenderers will be returned on or before 10(ten) days of the date of award of the contract.
2. The Earnest Money deposit amount of Rs.13,42,000/- is liable to be forfeited, if the Contractor selected for the work fails to sign the formal agreement on a non-judicial stamp paper worth Rs.100/-(Rupees one hundred only) within seven days from the date of information about their tender being accepted and/or otherwise fails to start work within seven days from the date of the Order to commence the work.
3. The monthly minimum wage payable to the workers of the contractor shall be as per the rates notified from time to time by Directorate General of Resettlement (DGR), Ministry of Defence, Government of India.
4. **Security Deposit:** For due performance of his/their obligations under the contract, during the validity, the successful tenderer shall have to deposit 10% of the total value of the contract as Security Deposit which will be free of interest, immediately after commencement of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The bank guarantee shall be valid during the currency of the contract and up to a period of 3 (three) months thereafter. The security Deposit will be returned, within 3(three) months, on satisfactory completion of the contract including confirmation that all the statutory dues have been settled and no dispute is pending.
5. Tenderers should quote their rates only in the Rate Schedule at Annexure IV. No other charges than those provided in this annexure will be paid on any other account.
6. Except for writing rates and amount that have been solicited, the tenderer should not make any change in the Annexures or write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders.
7. The Contractor is required to provide all information as per Annexure I, Annexure II, Annexure III, Annexure IV and Annexure V in the annexures itself. If space provided is not adequate, separate sheets may be attached to provide relevant information.
8. **The numbers mentioned in the tender document indicate the number of manshifts to be maintained on a daily basis. Relievers as per norms for**

maintaining the required number of manshifts are to be maintained. No separate payment towards relievers shall be payable to the contractor.

9. **Tenure of Contract:** The contract will be for a period of 1 (one) year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period are not satisfactory, the contract will be terminated with two weeks' notice. The IITH may renew/extend the contract to such further period (s), as it may deem proper and in any case not exceeding 3 (three) years from the date of commencement of work, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor and solely at the discretion of Director, IITH.
10. In case of non-availability of full contingent of Ex-Servicemen, the Contractor may bring this to the notice of the institute and the institute at its sole discretion may permit engagement up to a maximum of 25% of the total strength from CRPF/BSF/ITBP/CISF/SSB/ASSAM RIFLES/SFF/ICG.
11. The Director, IIT Hyderabad reserves the right to reject any or all tenders or the lowest or to accept other than the lowest or to accept the tender in full or in part without assigning any reason(s) thereof.

DECLARATION

I/We.....

(Name of the Tenderer) fully agree to the above terms and conditions attached to this tender document.

Signature of the Tenderer with Seal

SCOPE OF WORK AND OTHER TERMS AND CONDITIONS

A. GENERAL INSTRUCTIONS:

- a) The security agency is required to provide the following services:
- b) Ensure safety and security of students, faculty, staff, visitors, guests or any other persons working/living within the campus.
- c) Complete security to the property of the Institute including buildings, movable and immovable assets, equipment, vehicles etc.
- d) Safeguard against trespass, thefts, pilferage and damage.
- e) Security cover to various events organized by the Institute.
- f) Control of vehicular traffic into/inside the campus.
- g) Keeping Constant vigil and surveillance for prevention and control of untoward incidents, especially involving outside elements.
- h) Maintain record of inward and outward movement of men and material as per instruction given from time to time by the Institute.
- i) Provide timely intelligence inputs to the Institute.
- j) The entire area of the campus needs strict vigilance. All the security points are to be manned in three shifts, round the clock, throughout the year. As per requirement, some posts are to be maintained in general shift of 8 hours' duration.
- k) The minimum number of security manshifts required to be maintained daily at IITH is 12 security supervisors and 120 security guards. **This strength does not include relievers required for providing weekly off.** In addition, out of the overall deployment, a minimum of three security guards and three supervisors qualified in CCTV operations and maintenance should be provided. In the absence of suitably trained ex-servicemen in CCTV systems, alternate arrangement (reliable trained personnel) may be provided at no extra cost; with prior approval of Faculty-in-charge/ CSO. One resident computer literate coordinator of the rank of Sub Major/ Hon Lt (GD trade) should be provided from agency side to ensure smooth functioning.

- l) The tenderer submitting tender would be deemed to have inspected the premises, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
- m) All letters posted to contractor at the address given by him will be considered to have been delivered in time.
- n) **Educational qualifications, experience and age:**
- **Ex-Servicemen Personnel:** Should fulfill the condition of the Ex-servicemen issued by GOI and be FIT for civil employment as per the discharge document. They should be preferably below 50 years of age.
- Ex-paramilitary Personnel:** should have minimum service of 10 years in field duty, should be preferably below 50 years of age and meet all other conditions as specified for ex-servicemen.
- **Security Supervisor:** They should have a minimum qualification of Indian Army 1st class or Matriculation. Should have served in the capacity of not less than Junior Commissioned Officer in a **combatant category** and should fulfill the condition of the Ex-servicemen issued by GOI and be FIT for civil employment as per the discharge document. In respect of Character assessment in discharge certificate the candidate should have very good to exemplary grading. All supervisors should have a valid two wheeler driving license.
- o) Police Verification of all the personnel being deployed should be submitted within one month of awarding contract/ post deployment.
- a) All the personnel being deployed should be physically and medically fit and the agency should submit a certificate to this effect at the time of initial deployment and thereafter on yearly basis.
- b) The institute gets a number of distinguished visitors from within India and abroad, who are to be sensitively handled.
- c) The contractor will be required to provide total security and vigilance to the entire campus and to the properties of the institute including valuable, delicate and costly instruments. The security guards employed by the contractor will be expected to deal with the members of the faculty, staff, students of the institute and the visitors courteously, politely and with discretion.
- d) The contractor/ staff will regulate, check, record and report the incoming and outgoing material, round the clock.

- e) The persons provided by the contractor should have preferably been trained in FIRE FIGHTING.
- f) The personnel provided by the contractor are required to carry-out any other related duties assigned from time to time by the Chief Security Officer/Security Officer of the Institute.
- g) No accommodation and / or transport will be provided by IIT Hyderabad for the contractor/ or his staff.
- h) The contractor will be responsible for leave, replacement and other welfare measures of his workers.
- i) The Faculty in-charge of security/Chief Security Officer/Security Officer or other persons authorized by the Director, IITH will be the nodal points for instructions/queries with respect to security work and will help in co-ordinating security arrangements on behalf of IIT Hyderabad.
- j) The Faculty In-charge of Security/Chief Security Officer/Security Officer or other persons authorized by the Director, IITH shall be at liberty to carryout surprise checks on the persons deployed by the contractor in order to ensure that the required number of persons are deployed and that they are performing their duties properly.
- k) In case of any of the persons so deployed by the contractor not being up to the mark, not performing his duties properly or indulge in any unlawful or disorderly conduct, the contractor shall take suitable action against such employees on the report of IIT Hyderabad.
- l) The contractor shall immediately replace the particular person so deployed on the demand of IIT Hyderabad in case of any of the aforesaid act on the part of the person so deployed or otherwise.
- m) The contractor shall deploy their persons in such a way that the persons get weekly rest as stipulated by the norms.
- n) The work has to be carried out under the guidance and instructions of the Faculty In-charge/Chief Security Officer/Security Officer, in the presence of a person authorized by him.
- o) The contractor shall furnish an indemnity bond indemnifying IIT Hyderabad against any claim arising out of or connected with this contract.

- p) Payment will be strictly in accordance with the attendance register only. The attendance register so maintained will be liable for daily check by the Faculty In-charge of Security/Chief Security Officer IIT Hyderabad/Security Officer, or any officer authorized to do so.
- q) The selected contractor should obtain and submit a copy of a valid License from the respective Labour Commissioner (Central) Hyderabad, within a month from the award of work, failing which the payment will be withheld.
- r) The security personnel engaged by the contractors are solely employees of the contractor and they have no right to claim for any compensation or regular post in IIT Hyderabad. IITH doesn't own any responsibility, whatsoever either for absorption/continuation or for regularization of employment.
- s) The contractor should increase deployment of personnel in the exigencies of work if a written request is made by IIT Hyderabad at the stipulated rates only.
- t) The contractor should not allow his workers to conduct any Union activities in the campus of IIT Hyderabad.
- u) In the event of local problems arising while discharging the functions at IITH, the contractor will deal with them appropriately and he will not bring IITH on the scene for such matters.
- v) The responsibility to solve disputes arising from the staff in respect of their salaries/wages or any other matters connected with the service conditions, compensations, etc. rests with the contractor.
- w) Income Tax (TDS) will be deducted from the monthly bills of the contractor as per the Government of India's order and the Institute will issue necessary certificate.
- x) The contractor shall provide two motor cycles with all accessories of security for patrolling. The vehicles provided by the contractor should be in a good condition with all valid documents, preferably brand new, so as to ensure efficient service. The contractor has to ensure that the motor cycle deployed for patrolling duty must cover a minimum 50km/day within the Institute campus and in the event of any shortfall in the mandatory mileage; the Institute shall deduct an amount of Rs.2/- per kilometer from the service charges of the contractor. However, for mileage covered over and above 50 kilometers, the Institute shall pay @ Rs.2/- per kilometer. The patrolling vehicle being out of order for more than one day will attract penalty points.
- y) The contractor to ensure that all personnel should be trained for a minimum of two days for acquaintance of IITH, before posting them on duty. The contractor shall have proper training facility and professional syllabi for the training and

conduct bi-monthly training sessions (CSE- Continuous Security Education) to all personnel employed with IITH.

- z) The contractor shall have a proper system of checking Supervisors and guards on duty in day time and especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
- aa) The contractor shall maintain a complaint book at the main entrance gate which will be made available to the faculty/staff/students of the institute.
- bb) The personnel of contractor should observe only 10 (ten) paid closed holidays in a calendar year irrespective of number of the holidays observed by the institute. The closed holidays normally cover Republic Day, Independence Day and Gandhi Jayanti. In addition, they will be entitled to one-day paid leave for every twenty days of work.
- cc) The services of employees of contractor should be made available on all days and nights irrespective of holidays and Sundays.
- dd) The contractor should not be an employee of IITH, Central or State Government, Autonomous Body or PSU. He should submit a declaration to this effect.
- ee) The contractor and his staff will make their own residential arrangement outside the premises of the IITH. No one will be granted permission to stay in the Hostel during night or during non-functional hours.

B. MODIFICATION OF TERMS AND CONDITIONS:

The IITH with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

C. CONTRACTOR'S OBLIGATIONS:

- 1) That the contractor shall provide safety and security to the personnel and movable and immovable property of IITH by providing watch and ward services as detailed and deemed fit by the Faculty In-charge of Security, Chief Security Officer or Security Officer in consultation with the Director, IIT Hyderabad.
- 2) That for performing the duties, the contractor shall deploy persons round the clock in eight hours shifts only. The contractor shall ensure weekly rest and should also adhere to the limits of overtime work as may be laid down by rules.

The Institute will not pay additional wages for any overtime work necessitated by the absence or leave of one or more workers. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. It is further agreed that the Contractor shall engage medically and physically fit persons preferably below the age of 50 years for security duties.

- 3) In case of no Head Office / Branch Office at Hyderabad or within 50 kms radius of IIT Hyderabad, the contractor should establish a local office and support staff on award of contract.
- 4) Only ex-servicemen and specified other forces personnel of integrity and good conduct are to be deployed by the contractor. **All the personnel being employed MUST BE VERIFIED BY THE POLICE for antecedents and documentary evidence to this effect should be submitted within a month of awarding contract.** All the personnel being deployed should be physically and medically fit and the agency should submit a certificate to this effect at the time of initial deployment and thereafter on yearly basis.
- 5) That the contractor shall submit details such as, names, parentage, residential address, age, etc. of the persons deployed by him in the premises of the IIT Hyderabad for the purpose of proper identification of the employees of the contractor. Proper identity cards bearing their photographs/identification, etc. shall be issued by the contractor and the security guards shall display their identity cards at the time of duty. **All security personnel should be in possession of action pocket books which should cover basic duties of security, standard operating procedures for contingencies, emergency phone numbers etc.**
- 6) That the contractor shall ensure that the persons so deployed do not allow any property of IIT Hyderabad to be taken out of the premises without a valid Gate Pass signed by the designated officials of the Institute. As a safeguard against any dishonesty, connivance and/or ulterior motive, the specimen signatures of the officials designated and authorized to sign the gate pass will be intimated in writing to the Contractor along with subsequent changes if any.
- 7) The contractor shall report promptly to Faculty In-charge for security or Chief Security Officer or Security Officer, IIT Hyderabad of any instances of theft, pilferage or attempt to theft and any loss there by to the Institute. **It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets, movable and immovable of the Institute. And, if there is any loss to the Institute on account of dishonesty, and/or due to any lapse on the part of the contractor or his worker, the contractor shall make good, on demand, the loss to the Institute.**

8) That the contractor shall at his own cost, take necessary insurance cover in respect of the aforesaid services rendered to IIT Hyderabad. The contractor shall at his own cost and interest do the group insurance for his employees at IITH to meet various liabilities.

9) The contractor shall comply with the statutory provisions of:-
Contract Labour (Regulation & Abolition) Act, 1970;
Employees State Insurance Act;
Workman's Compensation Act, 1923;
Payment of Wages Act, 1936;
The Employees Provident Fund (and Miscellaneous Provisions) Act 1952;
Payment of Bonus Act, 1965;
The Minimum Wages Act, 1948;
Employer's Liability Act, 1938;
Employment of Children Act, 1938

And/or any other Rules/regulations and/or statutes that may be applicable to them and shall keep the IIT Hyderabad indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses arising out of non-compliance of any of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, then IIT Hyderabad shall be entitled to recover any of such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.

10) That the contractor shall submit the proof of having deposited in the respective names of the persons deployed at IIT Hyderabad, the amount of contribution claimed by him on account of ESI & EPF, before submitting the bill for the current month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution will be withheld till submission of required documents.

11) That the contractor shall particularly abide by the provisions of Minimum Wages Act 1948, with Rules framed there-under and amended from time to time. Notwithstanding anything to the contrary, the contractor shall pay monthly wages to his ex-servicemen at a rate not less than the minimum wages fixed by the Directorate General Resettlement, Ministry of Defence, Govt., of India and as amended from time to time.

12) The contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection/checking by the authorized officer of IIT Hyderabad

- 13) That the contractor shall make the payment of wages, etc. to the persons so deployed directly in their respective bank accounts or in the presence of representative of the IIT Hyderabad, till their bank accounts are opened at the earliest and shall on demand furnish copies of wages register/muster roll etc., to the Institute for having paid all the dues to the persons deployed by him for the work under the Agreement.
- 14) Payment by the contractor shall not be linked to payment of monthly bill by Institute to Contractor. These obligations are imposed on the contractor to ensure that he is fulfilling his commitments towards his employees, so deployed, under various Labour Laws, having regard to the duties of IIT Hyderabad in this respect, as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorizedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.
- 15) A minimum of three uniforms set per year per person should be provided. That the uniforms supplied by the contractor to the persons deployed for this work shall include two each (Army cut anklets, Baton, beret with ceremonial heckle, whistle); one each (jersey, Rain coat, jungle boots, gum boots, loaded torches, fluorescent jackets); requisite number of traffic controlling torches, standard and tested walky-talkie sets with ear phone system etc. Quality of the uniform and materials being supplied should be as approved by the Faculty-in-Charge (Security)/ CSO. IITH will defray this expenditure in the form of uniform outfit allowance at applicable rates of the basic wages plus VDA and no further expenditure will be borne by IITH on this account. Any additional cost if incurred over and above the outfit allowance in this regard shall be provided by the contractor at his cost and IITH shall have no liability whatsoever on this account. The Faculty In-charge/CSO of the Institute shall approve the uniform. Utilization certificate of the amount claimed as Uniform Allowance to be submitted prior to yearly renewal of contract.
- 16) That the uniforms supplied by the contractor to the persons deployed for this work shall include Army cut anklets, ankle boots, web belt (with baton strap), Baton beret with ceremonial heckle, whistle, loaded torches, requisite number of walkie-talkie sets etc. The seasonal equipment such as jerseys, gray coats in winters and raincoats in monsoon shall be provided by the contractor at his cost and IITH shall have no liability whatsoever on this account. The Faculty In-charge of Security/Chief Security Officer of the Institute shall approve the uniform.
- 17) That the contractor shall take all precautions to prevent any unlawful acts or disorderly conduct of his employees so deployed and ensure preservation of peace and harmony within the campus.

18) The Contractor shall provide replacement of personnel, in case of absenteeism, casual/sick leave, etc., so as to ensure required strength at all times. In case of absence/leave by any particular person, the Contractor shall make alternate arrangements immediately (Maximum two hours) otherwise a penalty i.e. wages at double the rates would be deducted per day per person of absence.

19) In the event of local problems arising while discharging the functions at IITH, the contractor will deal with them appropriately and will not bring IITH on the scene for such matters.

D. REPORT

- a) The contractor or his representative shall report daily to the concerned at IITH and take instructions for the work to be done. A Register shall be maintained exclusively for this purpose. He shall preserve the said book and produce the same as and when required.
- b) The contractor or his representative should approach the Section concerned, if he needs any instructions/help or has any difficulties.
- c) The contractor or his representative should be available all the time at work site during the course of his work.
- d) That the contractor shall deploy his persons in such a way that they get weekly rest and that the working hours/leave for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act or any other statute, that may be in force. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the labour laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or furnishing any information, or submit or file any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Director of the IIT Hyderabad a sum as may be claimed by IIT Hyderabad.
- e) The Contractor should ensure safety of his workmen during execution of the work at IIT Hyderabad. If any of his workers meet with any accident, injury, serious ailment etc. the responsibility for payment of compensation under Workman's Compensation Act rests solely with the Contractor and that IIT Hyderabad will be free from all such encumbrances.

E. IIT Hyderabad's OBLIGATIONS:

- a) That in consideration of the services rendered by the contractor as stated above, he shall be paid on monthly basis.
- b) That the aforesaid amount has been agreed to be paid by IIT Hyderabad to the contractor after deducting statutory deductions, taxes, cess etc.
- c) Security deposit will be refunded to the contractor within three months of the expiry of the contract only on the satisfactory performance of the contract to be certified by the officer authorized by Director, IITH.
- d) Payment to the Contractor shall be made by way of online RTGS/NEFT only for the service rendered.

F. PAYMENT CONDITIONS:

- a) **The Contractor will be responsible for making the payment of wages directly to his workers by 7th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/ECS statement duly certified by the bank, to the office with the bill for verification.** The bill shall also carry the duly certified copy of EPF and ESI challans for the same month for which the bill has been raised for payment. The officer on the receipt of the bill will check the work record and there after accordingly certify the bill for payment.
- b) All bills should be submitted on printed forms, duly signed and pre-receipted in triplicate.
- c) Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the attendance sheets and certificate of satisfactory performance of work from the concerned officer of the IITH. A certificate to the effect that all labour laws including EPF, ESIC payments, etc., are being followed has to be furnished with proof along with the bill for payment.
- d) Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
- e) The contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill by IITH.

- f) The contractor should arrange to deposit the wages of his workers in to their respective bank accounts through ECS and tender a copy of the ECS statement certified by the bank to the Institute as proof of payment of wages failing which the bill of the current month will not be paid.
- g) The contractor shall facilitate his workers in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.
- h) **Payment of wages:** The contractor shall pay his workers' wages not less than the applicable minimum wages and all other statutory dues like EPF, ESI, bonus, etc., throughout the tenure of contract.
- i) That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF, ESI, Bonus contributions, if any, levied by the appropriate Govt. (Central/State) from time to time shall be payable by the IITH to the contractor.
- j) No escalation of Contractor's Service Charges shall be admissible during the term of the contract.

G. INDEMNIFICATION:

- a) That the contractor shall keep IIT Hyderabad indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed, enters into dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case IIT Hyderabad is made party and is supposed to contest the case, IIT Hyderabad will be reimbursed the actual expenses incurred towards Counsel Fee and other expenses, which shall be paid in advance by the contractor to IIT Hyderabad on demand. Further, the contractor shall ensure that no financial or any other liability comes on IIT Hyderabad in matters of any nature whatsoever, and shall keep IIT Hyderabad indemnified in this respect.
- b) That the contractor shall keep IIT Hyderabad indemnified against any loss to the property and assets of IIT Hyderabad. IIT Hyderabad shall have right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

H. PENALTIES/LIABILITIES:

- a) That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the contract may be terminated, the security deposit will be forfeited and the work may be got done from another agency at their risk and cost.
- b) That if the contractor violates any of the terms and conditions of this agreement or commits any fault or the services are not to the entire satisfaction of officer authorized by The Director, IIT Hyderabad on his behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
- c) The security deposit shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained by the Institute on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Contractor.

Penalty for inadequate performance:

The main Security objectives of IIT Hyderabad are as under:

- a) Prevention of loss of property of the Institute as a result of thefts, burglaries etc.
- b) Smooth conduct of functions, conferences, dignitary visits, cultural events etc.
- c) The Security parameters will be related to 1) theft, 2) patrolling effectiveness 3) discipline and 4) general matters.
- d) A point system will be in operation under which operational failures, depending on type and frequency, will entail point penalties. The liability of Security Agency will not only be in terms of these points but also to the extent of the recommendations of the Joint Enquiry. Every point will entail a financial obligation of Rs.500/- on the part of the Contractor subject to a maximum of 10% of the service charges payable in a month.

I. PENALY POINTS ALLOCATION:

(1) Theft:

<i>Sl. No.</i>	<i>Type of theft</i>	<i>Penalty points</i>
1	Major break in and theft of goods that need some form	100

	of transportation.	
2	Major break in and theft of goods that do not need transportation.	75
3	Lock breaking and theft of goods that need some form of transportation.	70
4	Lock breaking and theft of goods that do not need some form of transportation.	50
5	Lock opening and theft of goods that need some form of transportation.	40
6	Lock opening and theft of goods that do not need some form of transportation.	30
7	Lock breaking and/or opening of a room or office without any theft.	20

(2) Patrolling:

<i>Sl. No.</i>	<i>Incidents of lapse in patrolling.</i>	<i>Penalty points</i>
1	Rowdiness and/or rioting in campus.	40
2	Patrolling vehicle out of order for more than one day.	50 per day.
3	Shortfall in Security Guards by more than 10% in any shift.	25 per shift.

(3) Discipline:

<i>Sl. No.</i>	<i>Incidents of in-discipline</i>	<i>Penalty points</i>
1	Non-compliance with instructions or orders.	100
2	Rude and unpleasant behavior of contractor's personnel with Students/Faculty/Staff/ Visitor.	10
3	Failure in drill test or random call.	40
4	Bad Turnout/ Uniform	10

(4) General nature:

<i>Sl. No.</i>	<i>Lapses of general nature</i>	<i>Penalty points</i>
1	Presence of unauthorized person(s) in the campus.	10 per person
2	Presence of unauthorized vehicle(s) in the campus.	10 per vehicle

- **Compounding effect:** Repeated complaint of the same type (more than 4 times in any given month) will entail a multiplication factor of 4 on the points.

Note: For any act of inadequate performance of contract not specifically stated herein, the Faculty In-charge/CSO will decide the penalty points based on the merits of each act.

J. GENERAL MECHANISM:

- Penalty points:** Penalty points will be finalized by Faculty-in-charge/Chief Security Officer once a month in a co-ordination meeting to be held in the first week of every month. Penalty will be levied at the rate of Rs.500/- per point, subject to a maximum of 10% of the service charges payable to the Contractor in that month and will be deducted from the bill in the next month or from the Security Deposit.
- Joint enquiry:** The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The joint enquiry committee shall be constituted by IIT Hyderabad which will be inclusive of either the Contractor or his representative.

K. COMMENCEMENT AND TERMINATION:

That these terms and conditions shall come into force with effect from the date of commencement of the contract and shall remain in force for a period of one year. This contract may be extended on such terms and conditions as are mutually agreed upon.

That this contract may be terminated on any of the following contingencies:-

- On the expiry of the contract period as stated above.
- By giving three months' notice by IIT Hyderabad on account of:
- Breach by the contractor of any of the terms and conditions of the contract.
- On assigning the contract or any part thereof to any sub-Contractor by the contractor without written permission of the Institute.
- On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.

It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for the Institute.

L. ARBITRATION:

- a) In the event of any question, dispute/difference arising under the contract or in connection herewith (except as to matters the decision of which is specially provided under this contract) the same shall be referred to the sole arbitrator to be appointed by Director, IIT Hyderabad.
- b) The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, Director IIT Hyderabad shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this contract and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- c) The expression Director, IITH shall mean and include an acting/officiating Director.
- d) Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Signature of the Tenderer

PART –I (TECHNICAL DETAILS)

Technical Details should be provided in the prescribed format i.e. Annexure-I which should inter alia contain the following:

1. The tenderer should be a registered contractor having a valid license under 'The Contract Labour (Regulation and Abolition) Act' and PSARA License and should furnish the proof of relevant experience i.e. providing manpower in Govt./Private Organizations, PSU, Scientific Institutions/ R&D organisations or Educational Institution of repute.
2. The estimated cost of the work is Rs.6,71,00,000/- per annum.
3. **Experience:** The tenderer should have experience of having executed/completed similar works during the last 5 years commencing on 01-01-2015 and ending on 31-12-2019 in Govt./Reputed Private Organizations, PSU, Scientific Institutions/ R&D organisations or Educational Institution of repute.

Experience in other institutions will not be considered. The experience should be one of the following:

- a) Three similar completed works during the last 5 years, each costing not less than the amount equal to Rs.2,35,00,000/-, OR
 - b) Two similar completed works during the last 5 years, each costing not less than the amount equal to Rs.3,35,50,000/-, OR
 - c) One similar completed work during the last 5 years costing not less than the amount equal to Rs.5,36,80,000/-.
4. **“Similar work” means handling security work in Govt./Reputed Private Organizations, PSU, Scientific Institutions/ R&D organisations or Educational Institution of repute and should be in a position to engage adequate number of persons to execute the work. Mere supply of workers/ labourers shall not be deemed as relevant experience.**
 5. Copy of work order/agreement and/or self-certified certificates **WILL NOT BE ACCEPTED** as certificate of experience. If any document other than certificate of experience is produced, such document **WILL NOT BE ACCEPTED AS RELEVANT**. Tenders not accompanied by certificate of experience issued by the client **WILL AUTOMATICALLY STAND DISQUALIFIED**.
 6. **Certificate of Experience:** The tenderer must produce certificate of experience from the clients. The certificate should clearly mention the following details:

Sl. No.	Description
1	Name of the client and full address
2	Telephone and FAX number of the client
3	Details of work performed
4	Total Number of Security Guard's Deployed
5	Number of Ex-servicemen Security Guard's Deployed (out of total deployment)
6	Period of work (starting and ending)
7	Value of work completed in Contract for supply of labour

7. PAN details of the firm have to be indicated along with a certified copy.
8. An affidavit, in original, duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed.
9. An affidavit, in original, duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
10. The entire tender document should be duly signed & sealed by the tenderer.
11. The tenderer shall submit the information sought in the format enclosed as Annexure-I as part of Technical bid along with the General Terms & conditions (duly signed). The Tenderer must have EPF/ESIC Registration number as per the rules to contribute to EPF/ESIC.
12. All the copies of mandatory documents, except affidavits mentioned in (i) and (j) above, submitted by the tenderer should be attested by the Contractor. The affidavits should be attested by a Notary Public. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.
13. If in the opinion of the IITH authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced immediately.

PART – II (PRICE-BID)

- a) Price bid should be in the format enclosed with tender at Annexure-IV and Annexure-V. Conditional offer will render the tender/bid automatically invalid.
- b) The tender should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d) Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

INSTRUCTIONS FOR FILLING-UP PART – II (PRICE-BID)

- a) The quotation should be only for Ex-Servicemen
- b) In regard to Central Para-military Forces only from CRPF, BSF, ITBP, CISF, SSB, Assam Rifles, SFF and ICG, the contractor should quote only his service charge in price bid, the service charge will be negotiable by the institute and will not be taken into account for evaluation of tender.
- c) The quotation should be per person per month.
- d) IITH reserves the right to negotiate the percentage of service charge.
- e) **As and when DGR revises the rates of wages, the amount except service charge will also get revised accordingly from the effective date.**

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**ANNEXURE-I****PART – I  
TECHNICAL BID**

[Information should be submitted in this format on the letterhead of the tenderer]

**To be filled by the Tenderer**

**A. Documents/details to be mandatorily submitted**

| <b>Sl.No.</b> | <b>Particulars</b>                                                                                                                             | <b>Details</b>                                                                                                             |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1             | Name of registered contractor/Firm/Company/Co-operative Society (with Proof of Registration)                                                   |                                                                                                                            |
| 2             | Address                                                                                                                                        | Present Address:<br><br>Permanent address:                                                                                 |
| 3             | Mobile No:<br>Telephone & Fax No:<br>E-mail:                                                                                                   |                                                                                                                            |
| 4             | EMD, Bank Draft No & Date,<br>Banker's Name & Branch                                                                                           |                                                                                                                            |
| 5             | Annual turnover (Approximate)                                                                                                                  |                                                                                                                            |
| 6             | Details of infrastructure<br>(Provide details in Part-‘D’ of Annexure-I).                                                                      | [Attach as enclosure & refer here]                                                                                         |
| 7             | Details of Name of the bank, address, account number, IFSC code of the tenderer                                                                |                                                                                                                            |
| 8             | PSARA License details                                                                                                                          | License no:<br>Date of Issue:<br>Valid up to:<br>Issued by:<br>Valid thru: All India/ Telangana<br>(strike off irrelevant) |
| 9             | Photo copy of a License issued by the State/Central Labour Department under Contract Labour Act (in respect of any completed/running contract) |                                                                                                                            |
| 10            | Details of major contracts completed earlier<br>(experience certificates should be enclosed)                                                   | [Attach as enclosure & refer here]                                                                                         |
| 11            | Are you on the approved list of any Govt./Public Sector Organization. If so, furnish particulars.                                              | [Attach as enclosure & refer here]                                                                                         |

|    |                                                                                                                                                                                                                                                                                                                            |                                    |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 12 | Copies of Income Tax Return (last three years)                                                                                                                                                                                                                                                                             | [Attach as enclosure & refer here] |
| 13 | Photo copy of PAN                                                                                                                                                                                                                                                                                                          |                                    |
| 14 | Photo copy of TAN                                                                                                                                                                                                                                                                                                          |                                    |
| 15 | Photo copy of GST Registration Certificate                                                                                                                                                                                                                                                                                 |                                    |
| 16 | Photo copy of ESIC Registration certificate                                                                                                                                                                                                                                                                                |                                    |
| 17 | Photo copy of EPF Registration certificate                                                                                                                                                                                                                                                                                 |                                    |
| 18 | Photo copy of Professional Tax Registration                                                                                                                                                                                                                                                                                |                                    |
| 19 | An affidavit certified by a Notary that the partners of the firm or sole proprietor or company has never been black listed or changed the name of the firm.<br>And<br>The tenderer is not an employee or a close relative (including son, daughter and siblings of self or spouse) of any employee of IITH. (in original). | [Attach as enclosure & refer here] |
| 20 | An affidavit duly certified by a Notary that the partners of the firm or sole proprietor or company is/are not involved in any police case/vigilance enquiry pending or ever been punished by any Hon'ble court (in original)                                                                                              | [Attach as enclosure & refer here] |
| 21 | Any other relevant information                                                                                                                                                                                                                                                                                             |                                    |

I/We certify that the above information is true to the best of my/our knowledge and I/We do not have any relative of the rank of Under Secretary or equivalent working in IITH.

Signature and Seal of the Tenderer

Place:

**B. Details of Experience: attach a separate experience certificate for each client:**

Relevant Experience during the period \_\_\_\_\_ to \_\_\_\_\_ only:

| Sl. No. | Name of the client | Experience period in Years & Months |
|---------|--------------------|-------------------------------------|
| 1       |                    |                                     |
| 2       |                    |                                     |
| 3       |                    |                                     |
| 4       |                    |                                     |
| 5       |                    |                                     |

**Important:** Only certificates issued by the clients on letter head with date of issue and containing requisite details **will be considered**. **Copies of irrelevant documents like copies of work orders, extension letters, bills, and the like will not be considered and will entail deduction of FIVE PENALTY points from the overall score during evaluation.**

**C. Documents to be submitted by the successful Tenderer before award of work:**

|   |                                                                                               |
|---|-----------------------------------------------------------------------------------------------|
| 1 | Proof of Financial Capacity from his bankers/Chartered Accountant                             |
| 2 | Audited balance sheet and Profit/Loss A/c for 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. |

**D. Details of Infrastructure**

[Information should be submitted in this format on the letterhead of the tenderer]

| <b>Sl. No.</b> | <b>Description</b>                                                | <b>Details</b> |
|----------------|-------------------------------------------------------------------|----------------|
| 1              | Address of the Head/Registered Office                             |                |
| 2              | Address of branch office(s), if any within 50km radius/ Hyderabad |                |

**E. Details of personnel available in head office and branch office(s):**

| <b>Name</b> | <b>Designation</b> | <b>Duties Assigned</b> |
|-------------|--------------------|------------------------|
|             |                    |                        |
|             |                    |                        |
|             |                    |                        |
|             |                    |                        |
|             |                    |                        |

**ANNEXURE-II****QUALITY ASSESSMENT SHEET  
(Submit with technical bid)**

**Important: This carries 30% marks and the marks scored in this will be used for evaluation of tender.**

Name of the Agency: \_\_\_\_\_

Name of the services provided: \_\_\_\_\_.

Period of service availed from Agency: \_\_\_\_\_ to \_\_\_\_\_  
(Please tick ✓ numerical assessment – 5 being the maximum score)

| Sl. | Description                                                                                                                                                                                                                         | 1 | 2 | 3 | 4 | 5 | Remarks/<br>Justification |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---------------------------|
| 1   | The agency's response has been prompt and as required by the administration                                                                                                                                                         |   |   |   |   |   |                           |
| 2   | All the guards positioned were professionally trained/ Qualified.                                                                                                                                                                   |   |   |   |   |   |                           |
| 3   | The agency ensured proper dawning of uniform by guards and provided accessories such as torches, batons, rain coats, warm clothing etc to protect the image of organization                                                         |   |   |   |   |   |                           |
| 4   | Supervisors employed by the agency have been competent and ensured proper service by guards                                                                                                                                         |   |   |   |   |   |                           |
| 5   | All the guards have been punctual and performed their duties with complete responsibility                                                                                                                                           |   |   |   |   |   |                           |
| 6   | There have been no removals/ replacements of guards on the grounds of indiscipline, negligence etc.                                                                                                                                 |   |   |   |   |   |                           |
| 7   | Agency has been prompt in taking action against any complaints or suggestions of the management.                                                                                                                                    |   |   |   |   |   |                           |
| 8   | All the guards employed have been as per the age prescribed by the organization.                                                                                                                                                    |   |   |   |   |   |                           |
| 9   | All the guards employed have possessed the required educational qualification as prescribed by the organization                                                                                                                     |   |   |   |   |   |                           |
| 10  | The agency did comply with labour laws by ensuring timely contributions to EPF, ESI etc and provided salary slips, PF slips, ESI cards etc to individuals and the confirmation data on the same to organization on a regular basis. |   |   |   |   |   |                           |

Signature of Head of Organisation/Authorised Representative,  
Seal & address

Date:

**ANNEXURE-III****CHECKLIST  
(Submit with technical bid)****To be filled by the Tenderer****Important:** Please read the Notice Inviting Tender before filling this.

| Sl. No. | Details                                                                     | Furnished/Attached |
|---------|-----------------------------------------------------------------------------|--------------------|
| 1       | License Number and other details.                                           | Yes / No           |
| 2       | EPF Registration Certificate                                                | Yes / No           |
| 3       | ESIC Registration Certificate                                               | Yes / No           |
| 4       | GSTIN Registration Certificate                                              | Yes / No           |
| 5       | Income Tax Return for last three years                                      | Yes / No           |
| 6       | Annual Turnover                                                             | Yes / No           |
| 7       | Experience certificates                                                     | Yes / No           |
| 8       | List of organizations where presently engaged                               | Yes / No           |
| 9       | List of organizations where similar works have Been carried out in the past | Yes / No           |
| 10      | Quality Assessment Certificates (Proforma enclosed as Annexure-II)          | Yes / No           |
| 11      | PSARA Registration Certificate                                              | Yes / No           |

SIGNATURE OF THE TENDERER  
WITH NAME AND RUBBER STAMP



**PART – II  
PRICE BID**

Minimum No. of workers to be engaged as assessed by IITH for the work:

Ex-servicemen Security Supervisor : 12 man shifts per day (*Excluding relievers*),

Ex-servicemen Security Guards : 120 man shifts per day (*Excluding relievers*)

TO BE FILLED BY THE CONTRACTOR: Please refer to rates pertaining to Area 'A' in latest Notification of wages issued by Directorate General of Resettlement, Ministry of Defense, Government of India, West Block IV, RK Puram, New Delhi – 110 066.

**RATE PER PERSON PER MONTH:**

(In Rupees and paise)

| Sl. No. | Components of wage                                                                  | Security Supervisor | Security Guard (Without arms) |
|---------|-------------------------------------------------------------------------------------|---------------------|-------------------------------|
| 1       | Basic wage plus VDA                                                                 |                     |                               |
| 2       | EPF @ 13% of Basic plus VDA<br><b>Subject to maximum BW+VDA of Rs.15,000/- p.m.</b> |                     |                               |
| 3       | ESI @ 3.25% of Basic plus VDA<br>(As applicable)                                    |                     |                               |
| 4       | Bonus as in DGR rates                                                               |                     |                               |
| 5       | House Rent Allowance @ 24% of Basic plus VDA                                        |                     |                               |
| 6       | ESI on HRA @ 3.25% of HRA<br>(As applicable)                                        |                     |                               |
| 7       | Uniform Outfit Allowance @ 5% of Basic plus VDA                                     |                     |                               |
| 8       | Uniform Washing Allowance @ 3% of Basic plus VDA                                    |                     |                               |
| 9       | <b>Total of Sl.No.1 to 8</b>                                                        |                     |                               |
| 10      | Contractor's service charges (in percentage)<br>(not less than 5% of Sl.No.9)       |                     |                               |

|                                                                            |                                 |
|----------------------------------------------------------------------------|---------------------------------|
| For Para-military Forces only<br>(Not considered for evaluation of tender) | Service Charge (in percentage): |
|----------------------------------------------------------------------------|---------------------------------|

**Note:**

- **GST Tax will be reimbursed by IITH after actual payment by the contractor and on production of documentary evidence.**
- Rate of Basic Wage shall not be less than the rates notified vide notifications as stated above. All components of the wages will be as per rates published by DGR/Gol/State Govts, whichever is higher.
- Contractor's Service Charges should be quoted only in percentage and should not be less than TDS and should include uniform, shoes, ID Cards and other items to be issued to the guards and cost of patrolling. The contractor should quote the service charge after duly taking into account all the costs/obligations applicable on him under the various clauses of the tender.
- Contractor's Service Charges should be quoted only in percentage failing which the tender stands automatically rejected as invalid.

Signature of the Tenderer with Seal & Address

Date:

**ANNEXURE-V****PART – II  
PRICE BID****Statement of details of expenditure**

[To be submitted in the letterhead of the tenderer along with the price bid]

Details of Expenditure like uniform, footwear, ID card, patrolling vehicle etc.

| [a] Two sets of uniform and [b] two pairs of shoes for all workers : |                                                                         |                             |                       |                                   |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------|-----------------------|-----------------------------------|
| <i>Description</i>                                                   | <i>Material</i>                                                         | <i>Estimated Cost (Rs.)</i> | <i>No. of workers</i> | <i>Total Estimated Cost (Rs.)</i> |
| Ex-servicemen supervisors/Guards                                     | Cloth for 3 pairs of pants                                              |                             |                       |                                   |
|                                                                      | Stitching charges for 3 pairs of pants                                  |                             |                       |                                   |
|                                                                      | Cloth for 3 pairs of shirts                                             |                             |                       |                                   |
|                                                                      | Stitching charges for 3 pairs of shirts                                 |                             |                       |                                   |
|                                                                      | Other uniform items as mentioned in para 15 of contractor's obligations |                             |                       |                                   |

[b] Identity Card (ID card)

| <i>No. of workers</i> | <i>Estimated cost per ID card (Rs.)</i> | <i>Total cost for ID card (Rs.)</i> |
|-----------------------|-----------------------------------------|-------------------------------------|
|                       |                                         |                                     |

[c] Patrolling vehicle expenditure

| <i>Patrolling Vehicle</i> | <i>Estimated cost per KM (Rs.)</i> | <i>Total cost per month (Rs.)</i> |
|---------------------------|------------------------------------|-----------------------------------|
| <i>For Min 50 Km</i>      |                                    |                                   |

**Note:** Estimates from suppliers for each of the item in [a], [b] and [c] has to be enclosed with this statement. **Quotations without enclosures to Annexure-V stand automatically disqualified.**

Signature of the Tenderer with Seal and Address

Date:

## **LETTER OF ACCEPTANCE**

I/We have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.

Date:

Contractor's Seal & Signature

Address for Correspondence:

## **UNDERTAKING BY CONTRACTOR**

I/We hereby certify that:

- a) I/We have made the site visit in order to evaluate the work to be performed, have clearly understood the work to be performed and have quoted accordingly.
- b) I/We agree that, under no circumstances, payment of wages in cash shall be made by me/us.
- c) I/We have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I/We agree to abide by the same.
- d) Full manpower will be engaged on daily basis for the services sought under this contract on rotation basis (if required) as per given schedule or as per instructions issued by IITH.
- e) I/We have specified the number of persons to be engaged daily to execute all the works as mentioned above at IITH.
- f) I/We agree that the payment will not be made for the work not carried out in accordance with the contract.
- g) I/We agree to pay minimum wages, EPF, ESI, bonus, and other statutory payments on or before 7<sup>th</sup> day of every calendar month. Further, I/We agree to submit proof of payment of wages i.e. ECS statement, ESI and EPF contributions along with the bill for the current month. Substitute workers/Supervisor will be made available as and when required. Extra manpower if any called during conference/meetings etc. will be provided on 24 hours' notice. Two sets of Uniforms, Identity Card, and 1 pair of shoes will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me/us.
- h) I/We agree to keep this tender open for acceptance for a period of 90 (Ninety) days from the date fixed for opening the Part 1 and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted.
- i) I/We understand that my/our "Earnest Money Deposit" submitted along with the tender will be liable for forfeiture.
- j) I/We also hereby agree to abide by the rules and regulations of the IITH, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by IITH.

- k) The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if [a] I/We do not execute the contract documents within 7 (seven) days after getting information from IITH, or [b] I/We do not commence the work within 15 (fifteen) days after getting information from IITH.
- l) Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and IITH.

Signature of Tenderer(s) with Stamp, Address

Place:

Date:

**Note:** The formats for Technical bids Annexure-I, Annexure-II (QAS), Annexure-III (Checklist) and Annexure-IV and Annexure-V for price bid have been made available for the convenience of tenderers in word format respectively through a link along with the tender. The formats may also be downloaded. No change should be made by the tenderers except filling-up details. In case any change is made in the content of the formats, except filling-up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.