

Notice Inviting Tender for Providing Security Services at IIT-Delhi

1. Last Date & time for submission of bid : September 02, 2013 at 3.00 PM
2. EMD : Rs. 2 (Two Lacs)
3. Annual Estimated cost of Services : Rs.50 Lakh
4. All tender related queries may be addressed to tender@iiitd.ac.in

Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed trained manpower for the security services at IIT-Delhi for a period of one year on contract basis/outsourcing basis, which can further extended for another one year period, subject to performance and mutual agreement

Last date for submission/receipt of tender(s) is September 02 2013 at 3.00 PM Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives, who wish to be present on the same day at 4.00 P.M Hrs. in the “Office of the Registrar IIT-Delhi.” In case of holiday on the day of opening, the tenders will be opened on the next working day at the same time; however, the tender box will be sealed on same day and time, as scheduled above.

INSTRUCTIONS TO BIDDERS

1. GENERAL

The present tender is invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide security of building, equipments, materials, staff, monitoring & surveillance of the premises and other items of value to the Institute.

2. ELIGIBILITY CRITERIA

The bidder should have the experience of completion of similar works in any of the Institutes/Autonomous Bodies/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-

- 2.1 Three similar completed works costing not less than the amount equal to **Rs. 20,00,000/- as 40% of the estimated cost;** or
- 2.2 Two similar completed works costing not less than the amount equal to **Rs. 25,00,000/- as 50% of the estimated cost;** or
- 2.3 One similar completed work costing not less than the amount equal to **Rs. 40,00,000/- as 80% of the estimated cost.**
- 2.4 **The bidder must comply with all regulations of “Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009. The Agency shall produce copy of the licence issued by controlling authority.**

3. QUALIFICATION OF THE BIDDERS

- 3.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
 - a. A self certified copy of the Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium /Partnership.
 - b. Nomination of one of the members of the partnership firm, consortium, or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
 - c. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- 3.2 The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership firm, joint venture or consortium, full details of ownership and control of each member thereof.
- 3.3 Bidder, as above, shall submit a self certified copy of PAN card issued to the entity by the Income Tax Department.
- 3.4 Along with technical bid, Bidder must submit copies of all documents required, duly self-attested,.
- 3.5 Each Bidder or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the financial bid price will not include any such amount. If the IIIT subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void. Decision of the Institute in this regard shall be final and not subject to review.
- 3.6 **The bidder must comply with all regulations of “Private Security Agencies**

(regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009. The Agency shall produce copy of the licence issued by controlling authority.

4. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in outright rejection of bid, in addition to other punitive measures. **ONE BID PER BIDDER**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. COST OF BID

The bidder shall bear all costs associated with the preparation and submission of his bid and the Institute will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. TENDER DOCUMENTS

Contents of Tender Documents.

6.1 The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Price Bid.
- (c) Terms and Conditions.
- (d) Tender form for providing security services ([Annexure-I](#))
- (e) Scope of Work ([Annexure-II](#))
- (f) Details of Manpower required ([Annexure-III](#))
- (g) Age and other conditions of manpower ([Annexure-III A](#))
- (g) Evaluation Criteria for Technical & Financial Bid ([Annexure-IV](#))
- (h) Check list for Security Service ([Annexure-V](#))
- (i) Check list for Technical Evaluation ([Annexure-VI](#))
- (j) Undertaking ([Annexure-VII](#))
- (k) Form of Bank Guarantee for Bid Security ([Annexure-VIII](#))
- (l) Form of Agreement ([Annexure-IX](#))
- (m) Form of Bank Guarantee of Performance Security ([Annexure-X](#))
- (n) Price Bid for Security Services ([Annexure-XI](#))
- (o) Copy of the licence issued by Controlling Authority
- (p) Undertaking to comply with all rules and regulations of “**Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009.**
- (q) **Brief on Training facilities as required by “Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009.**

6.2 The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

6.3 The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document. Where such alteration, erasure or obliteration is required to be effected in the Tender Document, the same be countersigned / certified and stamped in legible words/figures by the authorized signatory only. Failing which Tender Document will be rejected / not considered.

7. PREPARATION OF BIDS

7.1 Language

Bids and all accompanying document shall be in legible English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English/Hindi version shall prevail in matters of interpretation. The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder is a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

7.2 Documents Comprising the Bid

The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender. Late tenders will not be accepted. Following documents shall form part of the Tender Document:

- The EMD of Rs.2 Lakh in the form of an Account Payee **Fixed Deposit Receipt (FDR)** from a commercial bank or Bank Guarantee from a commercial bank in an acceptable form in favour of **IIT Delhi**.
- The Bidder, as defined above, shall furnish the details regarding total number of works, as stated in Clause 2.1, 2.2, 2.3 completed in preceding three years, which were similar in nature and complexity as in the present contract requiring deployment of trained man power for providing Security Services.
- All the [Annexure](#) as per point no 6.1
- Technical and Finance bids to be given in separate envelopes clearly superscribing on top TECHNICAL / FINANCIAL BID.
- Self attested copy of PAN card as per Income Tax Act, 1961;
- Self attested copy of Service Tax Registration Number;

- Self attested copy of Valid Registration No. of the Agency/Firm;
- Self attested copy of valid Provident Fund Registration Number;
- Self attested copy of valid ESI Registration Number;
- Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- Proof of valid DGR sponsorship or proof of being run by Ex-serviceman/ex- Para-Military personnel;

Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

8. BID PRICES

8.1 Bidder shall bid in Indian Rupees only for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at the Institute. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like **Minimum Wages, ESI, PF contributions, uniform washing allowance and service charges**. Nothing over and above the price quoted shall be paid by the Institute. **The Contractor may give personnel wise break-up of the amount quoted for effecting revision in minimum wages, as and when announced by Delhi Govt.**

8.2 The rates and prices quoted by the bidder shall be inclusive of service tax / other taxes.

8.3 The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as **Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges**. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Conditional bids/offers will be summarily rejected.

9. DURATION OF CONTRACT

The contract shall be valid initially for one year and the Institute reserves the right to curtail or to extend the validity of contract on the same terms and conditions for such period as may be agreed to, but not beyond a total period of three years.

10. BID SECURITY

10.1 The Bid Security shall be as per point no. 7.2 above. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. **The EMD has to be submitted physically before last date and time. If any technical discrepancy, such as wrong name, amount, date of validity etc., is noticed in**

the EMD the same shall be subject to rejection.

- 10.2 Any Tender not accompanied by Bid Security shall be summarily rejected.
- 10.3 Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the **30th day after the award of the contract.**
- 10.4 Bid security of the successful bidder shall be returned on receipt of **Performance Security** in the Institute and after signing the contract agreement.
- 10.5 Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 10.6 Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Institute.
- 10.7 Right to accept any Bid and to reject any or all Bids
 - 10.7.1 The Institute is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
 - 10.7.2 The Institute may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
 - 10.7.3 The Institute may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.
 - 10.7.4 The Institute has cause and reason to believe that the Bidder has misled / provided wrong information not supported by any authenticated document.

11. AWARD OF CONTRACT

- 11.1 The Institute will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.2 The successful bidder will be required to execute an agreement in the form specified in [Annexure-IX](#) within a period of 30 days from the date of issue of Letter of Work Award .
- 11.3 The successful bidder shall be required to furnish a Performance Security Within 15 days of receipt of ‘Letter of Work Award ’ for an amount of equal to 10% of the bid amount (to be deposited after award of contract) in the form of a Fixed Deposit Receipt (FDR) from a commercial bank or Bank Guarantee from a commercial bank in an acceptable form ([Annexure-X](#)) in favour of IIIT-D. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 11.4 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

12. TERMS AND CONDITIONS OF THE CONTRACT

- 12.1 It would be the responsibility of the agency to provide Hand held metal detector, search light for checking of vehicles in parking and at entry points. In addition to this the issuance of stickers / labels to authorized vehicles and frisking of the incoming persons.
- 12.2 The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Institute and if any change is required on part of the Institute fresh list of staff shall be made available by the agency after each and every change.
- 12.3 The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him in the Institute and to the Labour Institute.
- 12.4 As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Institute works, is required to be submitted to the Institute. In any eventuality, if the contractor fails to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, Institute is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC with an advice to RPFC, duly furnishing particulars of personnel engaged for the Institute. In the interest of the personnel of the Contractor, the Institute as a principal employer may at its discretion verify or cause to verify the particulars furnished by the Contractor.
- 12.5 The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Institute and Institute shall ensure that the contractor complies with the provisions.
- 12.6 The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized/nominated official of the Institute. The contractor shall also install Biometric attendance system in the institute for the guard attendance.
- 12.7 The contractor is expected to ensure proper accidental coverage of its personnel. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 12.8 Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 12.9 Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the effects of the Institute under its control.
- 12.10 The security staff shall not accept any gratitude or reward in any shape.
The contractor shall have his own Establishment/set up/mechanism/Training institute to provide training aids or should have tied up with a training institute,

with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. **Training facilities as required by “Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009.**

- 12.11 That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Institute, the said loss shall be made good by the contractor up to the value of the loss. The decision of the Head of the Institute will be final and binding on the Contractor. Losses will be recovered from the the monthly payment (s) made to contractor or failing which it would be deducted from performance security .
- 12.12 The Institute shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Institute in writing.
- 12.13 The contractor shall be responsible to maintain all property and equipment of the Institute entrusted to it.
- 12.14 The contractor will not be held responsible for the damages/sabotage caused to the property of the Institute due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
- 12.15 The personnel engaged have to be extremely courteous with very pleasant mannerism in their dealings.
- 12.16 The eight hours shift generally will be from 06:00 hrs. to 14:00 hrs.,14:00 hrs. to 22:00 hrs. and 22:00 hrs. to 06:00 hrs. The timings of the shift are changeable and shall be fixed by the Institute from time to time depending upon the requirements. Prolong duty hours (more than 10 hrs. at a stretch) shall not be allowed. No payment shall be made by the Institute for double duty, if any.
- 12.17 The personnel will have to report to the Institute’s security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Institute.
- 12.18 The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Institute.
- 12.19 In case any of contractor’s personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the Institute and the same shall be deducted from the contractor’s bills.
- 12.20 In case any of contractor’s personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 27(a) shall be levied.
- 12.21 In case the contractor fails to commence/execute the work as stipulated in the agreement or renders unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as

detailed below:-

- i) 10% of cost of order/agreement per week, up to four weeks' delays.
- ii) After four weeks delay the Institute reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other contractor(s) registered with DGR or from open market or with other agencies if DGR registered agencies are not in a position to provide such Contractor(s). The difference in cost to the Institute, if any will be recovered from the defaulter contractor and also shall be black listed for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted. The Institute shall also be at liberty to circulate the status of black listing of the Contractor to offices of the Govt. of India / State Govt. (s).

- 12.22 The contractor shall deploy his personnel only after obtaining the Institute's approval duly submitting curriculum vitae (CV) of these personnel, the Institute shall be informed at least one week in advance and contractor shall be required to obtain the Institute's approval for all such changes along with their CVs.
- 12.23 The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner. The contracting agency shall not employ **manpower above the age of 55 years and as per other conditions given in Annexure IIIA.**
- 12.24 The contractor shall bear all the expenses on items required for satisfactory performance of the assigned responsibilities such as Provision of torches and cells, lathis/ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements etc.
- 12.25 As and when required the agency will provide walkie-talkie to each supervisor, security guards and patrol party to ensure effective timely communication between them.
- 12.26 The Institute shall not be responsible for providing residential accommodation to any of the employee of the contractor.
- 12.27 The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.
- 12.28 If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the Institute from the agency.
- 12.29 If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute.
- 12.30 The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Institute
- 12.31 In the interest of his own personnel, the contractor will be duty bound to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every 3 months.
- 12.32 The contractor shall disburse the wages to its staff deployed in the Institute every month through ECS or by Cheque in the presence of representative of the Institute.
- 12.33 The contractor should have round the clock control room service in Delhi along with quick response teams to deal with emergent situations.

13. BID EVALUATION

The technical bid will be evaluated as specified in Annexure –IV. For award of work 70% Weightage will be given to the Technical Bid and 30% to the Financial Bid.

14. FORCE MAJEURE

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any or seven days, whichever is more, either party may at its option terminate the contract.

15. OBLIGATION OF THE CONTRACTOR

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The Institute in no way shall be responsible / held responsible for the statutory compliances of the Contractor. In case the Institute is required by the order of the Law to fulfill the obligations of the Contractor, the same shall be recovered from the running bill (s) of the Contractor and performance guarantee submitted. In the event of the same, the Institute shall also call upon the Contractor to explain the reasons for not depositing statutory dues and why the Contract may not be terminated.

16. DISPUTE RESOLUTION

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator to be appointed by the Director, IIIT-D.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996, as amended from time to time.
- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract,

neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at designated places within Delhi/New Delhi only.

17. JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to all disputes, if any, arising out of this agreement between the parties.

TENDER FORM FOR PROVIDING SECURITY SERVICES

- Cost of tender : Rs _____
- 1. Due date for tender : _____
- 2. Opening time and date of tender : _____
- 3. Names, address of firm/Agency. : _____
- 4. Telephone numbers : _____
- 5. Registration No. of the Firm/ Agency : _____
- 6. Name, Designation, Address : _____
- Telephone No. of : _____
- Authorized person of Firm : _____
- Agency to deal with : _____
- Please specify as to whether : _____
- 7. Tenderer is sole proprietor Partnership : _____
- firm. Name : _____
- Address and Telephone No : _____
- Directors/partners should specified : _____
- 8. Copy of PAN card issued by : _____
- Income Tax Institute : _____
- Copy of previous Financial : _____
- Year's Income Tax Return. : _____
- 9. Provident Fund Account No : _____
- 10. ESI Number : _____
- 11. License number under Contract Labour : _____
- (R&A) Act. : _____
- 12. Details of Bid Security deposited : _____
- a. Amount : _____
- b. FDR No. or DD No. : _____
- c. Bank Guarantee in favour of : _____
- Date of issue : _____
- d. Name of issuing authority : _____
- 13. Any other information :
- 14. Declaration by the bidder:

Affix duly
 Attested P.P.
 Size recent
 Photograph of
 the prospective
 Bidder.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address (With seal)

SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide the security services in the **IIIT**. The contractor shall ensure protection of the personnel & property of the Institute, prevent trespass in the assigned area with/without arms, perform watch and ward functions including patrol of the campus points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Institute building.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of the Institute covered in the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Institute.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The officers and staff of the Institute will keep the Identity cards with them which can be shown to the guard on request. Deployment of Guards/Gunmen/Security Supervisors will be discussed with the concerned authorities of the institute and deployment will be as per the instructions of the authorities of the Institute/ the contractor and the same will be monitored personally by the concerned authorities/ the contractor from time to time and will be responsible for its optimum utilization.
6. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably decided and informed to the Contractor
7. As part of the duty, it will be incumbent upon the Security Supervisor/Guard to take round of all the important and sensitive points of the premises as also advised by the Institute.
8. Security personnel shall also ensure door keeping duties.
9. The Guards on duty will also take adequate traffic management of the Institute and take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Institute and of the visitors.
10. Entry of the street-dogs, stray cattle's and any other animal into the premises is to be prevented. It should be at once driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and ensure the same are safeguarded.
12. The guards on patrol duty will take care of any Gas leakages and will also monitor the route of the IGIL piping for any digging activities.
13. The Guards on patrol should have motorbikes/mopeds/electric scooter/cycle to discharge their duties.
14. It should be ensured that flower plants, trees and grassy lawns are not damaged.
15. In emergent situations, security staff/supervisor deployed shall also participate as per their

role defined in the disaster plan, if any, of the Institute. Guards/Supervisors should be sensitized for their role in such situations.

16. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors. They must be courteous and polite at all the times.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. The contractor will be required to provide regular training to the security personnel on Fire training for hydrants and fire extinguishers, communication, telephone handling, material in / out procedures, search procedure, emergency procedures and evacuation procedures
19. The contractor will plan and implement once in 3 months mock drill by simulating fire alarms and evacuation of the buildings. This will be done in consultation with the authorities of the Institute. Security agency will identify the assembly points and mark these permanently. The Contractor shall also conduct mock-drills for the benefit of the its employees and other contractual staff.
20. If asked by the authorities of the Institute, guards will be deployed in the morning hours on the approach road for the traffic management.
21. The incoming diesel for the DG sets will be verified for its accuracy and on random occasions the same to be checked for the adulteration.
22. For procurement of the diesel, one guard will escort the rickshaw/ vehicle from petrol pump to the institute. The escort guards will be frequently rotated.
23. After Institute's working hours, the guards shall undertake a round of every floor and room to ensure that all the assets like furniture etc are in existence / in place. The guards will also ensure that all these rooms (classroom, faculty, meeting, conference rooms) are locked when not in use. It also needs to be ensured that before locking up rooms the electricity points are not switched on or are in idle mode.
24. Security supervisor will have complete and comprehensive control on the keys management of all the internal and external doors, lockers, pedestals etc in consultation with the authorities of the Institute. A detailed register must be kept up to date at all the times.
25. The Security supervisor will provide weekly reports about the status of the security in the campus, their manpower , absentees, gate passes, visitor movement etc
26. The security guard should report any unusual incidents or hazardous conditions.
27. The contractor should assist fire department, medical services, and police agencies, as necessary.
28. Any other provisions as advised by the Institute may be incorporated in the agreement. The same shall also be binding on the contractor.

Detail of Man-Power Required at Different location

Security Arrangements						
S.No.	Location	Shift	Guard	Sup	Lady Guard	Armed Guard
1	Entrance 1	First	1	1		
		Second		1		
		Third		1		1
2	Entrance 4	First	1			
3	Entrance 3	First	1X16			
4	Academic Block	First	1			
		Second	1		-	
		GF	1		-	
5	Boys Hostel	First	1		-	
		Second			-	
		Third			-	
6	Girls Hostel	First	-		2 Lady Guards	
		Second				
		Third				
7	Library	First	1		-	
		Second			-	
		Third				
8	Dinning hall	First	1		-	
		Second				
		Third				
9	Faculty Res	First	1			
		Second				
		Third				
10	Gunman	First			-	1x2
		Second				
		Third				
			29		6	
		TOTAL		3	6	1.5

Note: The deployment would be reviewed from time to time.

ANNEXURE IIIA

Age and other conditions

1. SECURITY GUARD

Minimum Qualification: SSC / 12th Class Pass

Minimum Experience – 1 year Guarding

Heights: 160

Chest Size: measurements 80 cms with an expansion of 4 cms

Maximum Age: 50 Years

2. FOR SECURITY SUPERVISORS

Minimum Qualification: Graduate, Ex- Servicemen

Minimum Experience for Graduates: 3 years in guarding service

Minimum Experiences for Ex-Servicemen: 6years in guarding service

Height: 160cms

Chest Size: measurements 80 cms with an expansion of 4 cms

Maximum Age: 55 Years

Presentable, soft but firm in handling people & situations.

Good oral & written Hindi/English communication skills.

EVALUATION CRITERIA FOR TECHNICAL BID & FINANCIAL BID

Points in the technical bid will be given by the committee on the basis of input/documents submitted by the agency/ company. A maximum of 10 points will be given for each parameter. For award of work 70% Weightage will be given to the Technical Bid and 30% to the Financial Bid. Technically most qualified will be treated as L1 and financially lowest bidder fulfilling the minimum wages criteria only will be considered as L1.

A. Prequalification BID

Sl.	Documents asked for	Page number at which document is placed
1	Bid Security (EMD) of Rs. 2, 00,000.00 (Rupees two Lacs only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of _____(designation of the concerned officer), _____(name of the Institute) valid for 45 days beyond the Tender validity period.	
2	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last audited financial year.	
5	Self attested copy of Service Tax Registration No.	
6	Self attested copy of valid Registration number of the firm/agency.	
7	Self attested copy of valid Provident Fund Registration number.	
8	Self attested copy of valid ESI Registration No.	
9	Self attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
10	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the Concerned employers.	
11	Annual returns of previous three years supported by audited balance sheet (clause 2.1 of NIT)	
12	Any other documents, if required.	

B. Technical Bid

Sl. No.	Information to be provided	To be filled by the Bidder (Please attach the relevant documents in support.)	Total Points
1	Annual Turnover (in Lakhs) (average of last 3 consecutive years)		
2	Manpower on roll(average of last 3 consecutive years)		
3	Percentage of ex-serviceman on Rolls		
4	Percentage of Graduate Guards		
5	Percentage of 10+2 Pass guards		
6	Percentage of guards on rolls for more than 3 years.		
7	Experience of running Security services (in years) specified in clause no 2.2 (a,b,c)		
8	No. of Trained Supervisory staff in the field of Security services (average of last 3 consecutive years)		
9	ISO Certification of the firm (Yes/No)		
10	Experience if Government Academic Institutions		
11	ESI/PF No		
12	Recommendation Letter (last Five years)		
13	Training methods deployed for capacity building / continuous skill upgradation of manpower		

ANNEXURE-V

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

S l.	Documents asked for	Page number at which document is placed
1.	Bid Security (EMD) of Rs. 2 (Two) Lakh in the form of FDR /Bank Guarantee issued by any scheduled commercial bank in favour of IIIT-D valid for 45 days beyond the Tender validity period.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, and address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4.	Self-attested copy of the PAN card issued by the Income Tax Institute with copy of Income-Tax Return of the last financial year.	
5.	Self attested copy of Service Tax Registration No	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Self attested copy of valid Provident Fund Registration number	
8.	Self attested copy of valid ESI Registration No.	
9.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
10.	Proof of valid DGR sponsorship or proof of being run by an Ex-Serviceman/Ex-PaRamilitary man (as applicable).Licence issued by the cotrolling authority as required by Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009.	
11.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	
12.	Annual returns of previous three years supported by audited balance sheet (clause 2.1 of NIT)	
13.	Affidavit in support that firm has not been blacklisted from any organization	
14.	Undertaking to comply with all rules and regulations of “ Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009. (q) Brief on Training facilities as required by “Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules	

2009.

Signature of the Bidder
(Name and Address of the Bidder)

Telephone No.

ANNEXURE-VI**Checklist for Technical Evaluation**

Sl. No	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Security services (in years)		
4.	Volume of work done during last three financial years as specified in clause 2.2 of the NIT.		
5.	Single work of more than Rs. _____ during last three years.		
6.	No. of trainers of the rank of Commissioned Officers of Military/equivalent rank of Paramilitary/Police		
7.	No. of Supervisory staff and trained Civilian/Ex- Military/Ex-Paramilitary personnel.		
8.	Training set-up [No. of Trainers] (a) Part-Time (b) Full-Time (c) Below JCO Rank (d) Above JCO Rank		
9.	No. of Supervisory Field Staff		
10.	ISO Certification of the firm(Yes/No)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(ON A STAMP PAPER of Rs.100/-)
UNDERTAKING

To

Registrar
IIT-Delhi

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We do hereby undertake that complete security of the Institute shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under “Fidelity Bond” through Insurance Agency for minimum sum of Rs._____Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.
5. I will produce the ESI & EPF deposited challan in the Concerned institute every month, only for those security guards deployed in the institute.
6. I will also produce the proof of deposited Service Tax the Concerned institute.
7. I will pay the Salary/ payment by /ECS or Account Payee cheque {Nationalized Bank (Govt. of India)} to the Employees in the presence of representative of Deptt./Institute.
8. I will also comply with all rules and regulations as specified in “**Private Security Agencies (regulations) Act 2005 Delhi and Delhi Private Security Agencies (Regulation) Rules 2009.**”

(Signature of the Bidder)

Name and of the Bidder_____

Address _____

Telephone No. _____

FORM OF BANK GUARANTEE FOR BID SECURITY
(Refer Clause 8.7.1 of the NIT)

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we _____ (Name and address of Bank), having our registered office at _____ (hereinafter called “the Bank”) are bound unto _____ (Name of the Institute) (hereinafter called “the Institute”) in sum of Rs. _____ for which payment will and truly to be made to the said Employer, the Bank binds himself, his successors and assigns by these presents. WHEREAS _____ (Name of Bidder) (hereinafter called “the Bidder”) has submitted his bid dated _____ for providing Security Services (hereinafter called “the Bid”). WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs. _____ (Amount in figures and words) as Performance Security against the Bidder’s offer as aforesaid. AND WHEREAS _____ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the Institute may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Institute and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
 - a. The Bidder, in case the bid is accepted by the Institute, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
 - b. Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression “the Bidder” and “the Bank” herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Institute during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.

- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the Institute upto the above amount upon receipt of his first written demand, without the Institute having to substantiate his demand provided that in his demand the Institute will note that the amount claimed (i), (ii), (iii) (a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness_____

Address of Witness

Signature of Authorized Official of the Bank

Name of Official_____

Designation_____

ID No._____

Name of Witness (Stamp/Seal of Bank)

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ (Month) _____ (Year) Between the IIIT-Delhi (hereinafter called “the Institute” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to the _____ (Name of the Institute) for providing safety, monitoring and surveillance of the Institute.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d.;
 - e. Scope of work;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Institute to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Institute to execute and the Security services w.e.f _____ as per the provisions of this Agreement and the tender document.
4. The Institute hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.
6. The Contractor will produce the ESI & EPF deposited challan in the institute every month for personnel deployed in the institute.
7. The Contractor will also produce the proof of deposited Service Tax to the concerned institute.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the President of India

Signature of the authorized official

Signature of the authorized Officer

Name of the official _____

Name of the Officer _____

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name
on behalf of the Contractor in the presence of
Witness

_____ Name
on behalf of the Employer in the presence of
Witness

Name _____
Address _____

Name _____
Address _____

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Name of the Institute) (hereinafter called the “Institute”) of the other part.
2. WHEREAS _____ (Name of the Institute) has awarded the contract for Security services contract for Rs. _____ (Rupees in figures and words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the “contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Institute the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Institute, the Bank is engaged to pay the Institute, any amount up to and inclusive of the aforementioned full amount upon written order from the Institute to indemnify the Institute for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Institute immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Institute any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Institute agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Institute and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Institute in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Institute for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions “the Institute”, “the Bank,” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named
_____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

PRICE BID FOR SECURITY SERVICES

Sl.	Designation	Number of manpower required per day	Category of Worker	*Rate quoted per person with detailed breakup such Basic, ESI, PF, Agency Charges, S. Tax etc.
1	Security Guard(Semi Skilled)	29	Semi-Skilled	
2	Lady guards	6		
2	Gunman (Skilled)	1X 12 hrs	Skilled	
3	Security Supervisor (Skilled)	3	Skilled	
4	Sub Total of 1,2,3			
5	Agency Charges in %age of total Cost			
6	Total 4,5			

Note:-

1. The institute reserves the right to increase/decrease the gaurds/ supervisor/gunman at any point of time.
2. The **Security Guard** will be considered under the **Semi-skilled category**. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the Institute for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
3. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
4. The contract is for one year extended for a period of another year as mutually agreed upon under same terms and conditions.
5. The number of manpower required shown above is indicative and the actual quantity may vary.
6. The bidders may quote the rates in Indian Rupees.
7. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.