

E-Tender Document for Providing Security Services

Issued By
IIT Mandi, H.P.

**O/O Registrar
IIT Mandi, H.P.
Under Ministry of HRD, Govt. Of India**

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E-TENDER NOTICE

E - Tenders are invited through electronic tendering system under two-bid system <http://eprocure.gov.in/eprocure/app> from highly reputed, well established & professional Security agencies, capable of providing manpower and security service according to terms and conditions given in tender form.

| Sr. No | Name of Work | Estimated Cost (In Rs.) | Earnest Money Deposit @ 2% (In Rs.) | Security Deposit | Tender form Fee (In Rs.) | Registration Fees (In Rs.) |
|--------|-----------------------------|-------------------------|-------------------------------------|--|--------------------------|----------------------------|
| 1. | Providing Security Services | One Crore/- | 2 (Two) lakh/- | An amount equal to 5% of The annual contract value | 1000/- | NIL/- |

Critical Dates:(Dates to be amended once the Draft Tender is approved)

| | | |
|----|---|---|
| 1. | Publishing Date and time of tender documents through E-procurement http://eprocure.gov.in/eprocure/app . | 06 th December, 2016 at 03:30 P.M. |
| 2. | Start Date and Time for downloading of tender documents | 06 th December, 2016 at 03:35 P.M. |
| 3. | Last Date and Time for downloading of tender documents | 28 th December, 2016 till 01:00 P.M. |
| 4. | Start date and time of Bid Submission Cover 1 & 2(Technical Bid & Financial Bid) | 06 th December, 2016 at 03:50 P.M. |
| 5. | Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid) | 28 th December, 2016 till 01:00 P.M. |
| 6. | Last Date and time for submission of tender fee & Earnest Money in the form of DD/FDR/NSIC and original to be submitted offline and also uploaded pdf copy online | 28 th December, 2016 till 01:00 P.M. |
| 7. | Date and time for opening of Technical bids (Cover 1) | 28 th December, 2016 at 03:00P.M. |
| 8. | Date and time for opening of Financial bids (Cover 2) | (To be declared later) |

The "Tender Document" and Other terms and conditions are available at <http://eprocure.gov.in/eprocure/app>

A. BIDDER'S ELIGIBILITY CRITERIA:

1. The Agency/Contractor should be approved/recognized/registered by Govt. of India/State Govt. for providing Security Services.
2. The Agency/Contractor must comply with the statutory requirement, such as registration with ESI, EPF, PAN /TIN/TAN & Service Tax etc. and shall submit proofs thereof.
3. The Agency/Contractor (its holding or subsidiary) must have five year experience in executing similar services to Govt. Departments and reputed public/private sector organizations with work order worth of INR 50 lakhs. Weightage will be given to firms having greater capability as enumerated subsequently in this tender document.
4. The Agency/Contractor must have sound financial stability with an average annual turnover of INR 10 Crores in preceding three financial years. (Copy of audited balance sheets and ITR certificates with matching PAN No. must be enclosed).
5. The Agency/Contractor should not have been blacklisted by any Govt., Semi-Govt. Deptt., or any other organization. ***An affidavit to this effect shall be given by the firm along with the Tender Fee & EMD.***
6. Each **Agency/Contractor** shall submit only one Tender for the entire scope of work. **Agency/Contractor** who submits more than one tender or part tender will be treated as non-responsive & rejected.
7. The **Agency/Contractor** should have a registered/branch office in Himachal Pradesh. If office is within 25 KMs from IIT Mandi Campus at Kamand, extra weightage will be given (Proof to be attached in the Technical bid).

B. MODE OF SUBMISSION OF TENDER

The Agency/Contractor has to submit online bids through e-procurement portal <http://eprocure.gov.in/eprocure/app>. viz. Technical bid (Cover 1) & financial bid (Cover 2).

No Manual Bid will be accepted.

The technical bid (Cover 1) must be accompanied with the following documents:-

I. (Cover 1) TECHNICAL BID, UPLOAD THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID :-

- a) Scanned copy of Tender Fee against payment of Tender Document downloaded from the CPP portal. As per **F-1**
- b) Scanned copy of DD/FDR/NSIC Certificate on account of Earnest Money Deposit (EMD) as per **F-1**
- c) BID Form **F-2** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
- d) Bidder's General Information **F-3** along with the documentary proof.

- e) Bidder's Eligibility Criteria **F-4** along with the documentary proof.
- f) No Deviation Confirmation as per **F-5**.
- g) Details of providing Security Services rendered in the past with documentary proof. Contracting Agency, Number of Security Guards/staff deployed, Contract No, duration of the contract and location for deployment of staff for the last five years shall also be given in tabular form.
- h) Company/Agency/Contractor profile.
- i) Documents related to Trade License and ITR, PAN, Service Tax Registration, EPF & ESI Registrations etc.
- j) Audited financial statements for last 3 years (2013-2014, 2014-2015 and 2015-2016). A statement from Chartered Accountant giving out the bidder's turn over for Security Service rendered for these three years shall also be given.
- k) Evaluation matrix Se. No I to III duly filled **as per F-6** along with documentary proof.
- l) Additional documents, if any.

II. (COVER 2) FINANCIAL / PRICE BID

Schedule of Financial/Price bid indicating percentage being quoted on cost plus basis to be uploaded in PDF format.

C. OFFLINE SUBMISSION OF ORIGINAL DOCUMENTS UPLOADED AT CPP PORTAL at the Office of Registrar IIT Mandi :

1. Last Date and time for submission of original documents (Form F-1 to F-6) including all the related documents in original as mentioned/Uploaded with Technical Bid (Cover 1) as per critical dates schedule given in the tender.
2. The cover 1 must be sealed and addressed to the Registrar, IIT, Mandi, H. P.
3. The envelope must contain the name, address and contact details of business of the person or persons submitting the BID and must be **signed and sealed by the Bidder with his signature on every page of the BID.**
4. BID by a partnership firm/consortium of firms must furnish names of all partners and be signed in the partnership name, followed by signatures and designations of authorized partners or other authorized representatives. The copy of partnership deed/consortium agreement should also be furnished.
5. The Bidder's name stated in the BID shall be exact legal name of the firm/company/corporation etc. as registered or incorporated.
6. All changes/alterations/corrections in the BID shall be signed with date in full by the person or persons

signing the bid.

7. **No erasing and/or overwriting are allowed.**
8. **(Cover 2) Financial Bid document needs not be sent offline.**

SELECTION CRITERIA

- I. Technical bid (Cover 1):** Technical bid submitted online will be opened in the Office of the Registrar, IIT, Mandi in the presence of tender opening committee (Bid openers). Any or all present participants or their agent may be present at the time of opening of tender; even if any participant or their agent is absent, the bid will be opened at the stipulated time. Technical bid will be opened online first to verify its contents as per requirements with evaluation matrix F-6. If various documents contained do not meet the requirements of the IIT, Mandi the contractor's financial bid will not be considered for further action.
- II. Financial bid (Cover 2):** Financial bid of only those Agencies/Contractors who qualified in the technical bid (Cover 1) and whose original documents were submitted in the office within stipulated timeframe will be opened, on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "Document Decryption Failed" reason and if minimum three financial bids i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered as rejected. IIT, Mandi shall not be responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/ e-bid shall be submitted in time.

Committee constituted by **IIT, Mandi** will examine the entire proposal on the basis of:

- a) Credentials of the Agency/Contractor and the key personnel.
 - b) Past experience in similar business.
 - c) Methodology to be applied for execution.
 - d) The quality of the services.
 - e) Service charges quoted.
1. The **Technical BID** shall have 50 % weightage out of 100 marks. The **Bidder** securing 75% of total marks assigned to Technical BID (i.e. 37.5/50) shall be declared qualified in the technical evaluation.
 2. The financial Bids of only those **Bidders/Agencies** will be opened who qualify in the technical evaluation stage.
 3. The **Financial BID** shall have 50 % weightage out of 100 marks. Thus, the lowest **Bidder** shall get highest marks (50/50) and others will be getting marks proportionally. Please see the **Evaluation Matrix**.
 4. The Bidder securing highest marks (**Technical+ Financial**) will be selected for providing the services and necessary agreement will be executed with that **Bidder/Agency**.

E. INSTRUCTIONS TO BIDDER

1. Technical bid and financial/price bid will be submitted concurrently, duly digitally signed in the website portal www.eprocure.gov.in/cppp. The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.
2. Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of contract Agency/Contractors they are required to upload all the tender documents along with other documents, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice
3. The Agency/Contractor shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. The bidder needs to fill up the % age rates, downloaded for the financial Bid in the designated cell and upload the same in designated location of financial bid.
4. The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.
5. For submission of e-tender, bidders are requested to get themselves registered with www.eprocure.gov.in website along with class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.
6. For complete details, refer website www.eprocure.gov.in at **CPP portal**.
7. The IIT, Mandi may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by IIT, Mandi The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the IIT, Mandi shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site <http://www.iitmandi.ac.in/administration/tenderseoi.php> and <http://eprocure.gov.in/eprocure/app>. The contractors shall visit these sites from time to time to see these amendments/errata.
8. The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.
9. IIT Mandi reserves the right to postpone and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from IIT, Mandi.
10. Transfer of Tender document purchased by one Bidder to another is not permissible. Similarly, transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the essence of BID, once submitted shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, his EMD shall be forfeited.

F. SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS EPROCUREMENT PORTAL

1. Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <http://eprocure.gov.in/eprocure/appor> or <http://www.iitmandi.ac.in/administration/tenderseoi.php> Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
9. Bidder should arrange for the EMD and tender fee as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
10. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

14. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
16. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
18. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
20. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
21. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
22. Tender form Fee and EMD shall be submitted with the
Part I- Technical BID. BID submitted without fees, as mentioned above will not be considered for evaluation and shall be rejected summarily.
23. The EMD of un-successful Bidders shall be refunded only after the contract has been awarded to the successful Bidder. No interest shall be paid on the EMD.
24. The EMD of successful Bidder will be discharged upon the Bidder's accepting the award & signing the Agreement, and furnishing the Contract Performance Security. No interest shall be paid on the EMD. If the successful bidder fails to sign the agreement within the stipulated time, the EMD shall be forfeited to IIT Mandi.
25. **VALIDITY OF BID:** Bid submitted by Bidder shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of the BID. Bidders shall not be entitled during the said ninety days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the IIT, Mandi.
26. **RIGHT OF THE OFFICE TO ACCEPT OR REJECT THE BIDS:** IIT, Mandi reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected.

BIDs, not meeting the BID evaluation criteria as stipulated in the document shall be summarily rejected.

27. **CONTRACT SECURITY DEPOSIT.** An amount equal to 5% of the annual contract value shall be deposited by the second party (Agency/Contractor) with the first party viz IIT Mandi as security deposit.
28. **TERMINATION:** Notwithstanding anything contained hereinbefore to the contrary, the IIT Mandi shall have full power and authority to terminate this Agreement without assigning any reason by giving 30 (thirty) days clear notice in writing. Similarly, if the **Agency/Contractor** wants to rescind the contract, he/ she is required to give at least 60 days' notice for withdrawal of services.
29. **PENALTY.** In the event of the Agency/Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily, IIT Mandi shall make alternative arrangement to do it and the difference of cost incurred by IIT Mandi thereby shall be recovered from the Agency/Contractor's unpaid bills and Contractor's Security deposit. Besides, penalty as decided by IIT Mandi shall also be levied and recovered.
30. **REVISION OF RATE.** Effect of revision of Minimum Wage as per Govt. notification will be considered with its pro- rata effect subject to submission of application along with notification by the Agency/Contractor.
31. **TAXES, DUTIES AND LEVIES.** All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the **Agency/Contractor**.
32. **PERIOD OF CONTRACT:** The contract shall be for a period of 01 (One) year from the date of signing agreement which may be renewed annually on the basis of satisfactory performance.
33. **AGENCY/CONTRACTOR SUBORDINATE STAFF AND THEIR CONDUCT**
 1. If and whenever any of the Agency/Contractor's employee shall be found guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties or that, it is undesirable for administrative or any other reason for such person/persons to be employed in the works, the Agency/Contractor if so directed by the competent authority, shall remove such person/persons from employment. Any person/persons so removed from the works shall not again be employed in connection with the works without the written permission of the competent authority of IIT Mandi.
 2. The Agency/Contractor shall furnish necessary certificate about police verification of character and antecedents of all the personnel to be engaged. He will be required to submit a copy of nominal roll post three months of the deployment.
34. **PAYMENT OF CONTRACTOR'S BILL:**
 1. The payment of wages for one month shall be released by the Agency/Contractor latest by 10th of every following month (e.g., wages for the month of **September** will be paid in October) and IIT Mandi will pay the agency the paid bill within 15 Days of submission of the bill by the contractor.
 2. All payments will be subject to deduction of Income Tax at source as per Income
 3. Tax Act and as per Income Tax Rule.

4. **SITE FAMILIARISATION.** Before quoting, the Agency/Contractor in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the Agency/Contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Agency/Contractor and shall be at his own responsibility and risk.

G. TENTATIVE SCOPE OF WORK

So as to ensure high standard of performance by security staff, periodical fitness test (Quarterly) in the form of 5 Km run will be conducted under the supervision of Institute Security Officer on reasonably level ground.

1. The **Agency/Contractor** shall provide the Security Services through trained Security Manpower to IIT, Mandi **from** time to time as and when required. The location of security service will include Mandi, Kamand (South Campus) and Salgi (North Campus).
2. About 30% of the deployed strength of security guards shall be required to remain present on 24 hour x 365 days basis, at the transit/ temporary accommodation made available by IIT Mandi with bare minimum necessities. This accommodation shall be provided to the firm at no extra cost to the bidder.
3. The contractor shall maintain establishment at Mandi/ Kamand/ Salgi (Preferable) to include office and staff as considered necessary for regular coordination with IIT Mandi.
4. The work shall involve apart from deployment at security post, foot/ vehicle based patrols (vehicle provided by the Institute) at any time of the day/ night as per requirement, liaison with police authorities, keeping campus clear of stray animals, measures to prevent theft/ damages to the Institute property and such duties as may be considered necessary from time to time.
5. Regular training shall be organized by the contractor at IIT Mandi for the security staff for Fire Fighting, proper conduct and performance by the staff, handling of contingencies, rescue/ relief tasks, operation of walkie/ talkies
6. Those security staffs failing to clear the tests twice as given below may be rejected by the Institute and **their** replacement shall be provided by the contractor within a week.
 - a. Male security Guard below 25 years age – 5 Km in 25 minutes
 - b. Male security Guard above 25 but below 30 years age – 5 Km in 27.5 minutes
 - c. Male security Guard above 30 but below 40 years age – 5 Km in 32 minutes
 - d. Male security Guard above 40 years age – 5 Km in 35 minutes
 - e. Female security Guard below 25 years age – 5 Km in 30minutes
 - f. Female security Guard above 25 but below 30 years age – 5 Km in 33 minutes
 - g. Female security Guard above 30 but below 40 years age – 5 Km in 37 minutes
 - h. Female security Guard above 40 years age – 5 Km in 40 minutes

TERMS & CONDITIONS:

1. The contractor shall provide uninterrupted services of Security Personnel for manning various pickets and patrolling duty as per the institute requirement for 365 days x 24 hour basis with 8 hour shift, timing which can be varied by the institute. Number of security staff may be changed based on the

Institute requirement from time to time.

2. To cater to additional requirement of manpower to provide weekly off and leave as mandated in the labor laws, 20% extra manpower will be sanctioned over and above the requirement to cater for deployment for three shifts. Payment for the security service shall be made to the contractor based on actual attendance on monthly basis. The bill will be prepared and submitted by the contractor.
3. Tentative present requirement of manpower is given below, including 20% for relief as explained above. These numbers are subject to change keeping in view the infrastructure requirement of IIT Mandi and shall be intimated from time to time.

| | | |
|---|---|----|
| Assistant Security Officer | - | 01 |
| Supervisors | - | 03 |
| Assistant Supervisors | - | 07 |
| Ex Service Men (Approx 25% of total strength of Security Guard) as Area In Charge/ for Area Control | - | 26 |
| Security Guard Civilian | - | 68 |
| Lady Security Guards | - | 15 |

4. Wage structure for security personnel is given below for various category of Security Personnel. Please note that the minimum wages and bonus will be paid by the institute as per stipulations and revisions notified by the Ministry of Labour and Employment, GoI.

| Rates of Security Personnel For IIT Mandi | | Security Guard (SG) with upto 15 years of service | Security Guard with more than 15 years of service | Assistant Supervisor | Supervisor 1.5 x SG wage | Assistant Security Officer 2.5 x SG wage |
|---|---|---|---|----------------------|--------------------------|--|
| I | Basic (Based on Min wages) *(1-a) | 7488 | 7488 | 9022 | 11232 | 18720 |
| | Fixed Enhancement of Security Guards on Basic Wages | 0 | 1100 fixed | 0 | 0 | 0 |
| | Statutory Liabilities | | | | | |
| | PF@13.36%(Basic Wage Subject to maximum Rs. 15000/-) | 1000 | 1000 | 1205 | 1501 | 2004 |
| | Workman Compensation on @1.20%** (2) | 90 | 90 | 108 | 135 | 225 |
| | Bonus @8.33% of wages or Rs.7000 Per Annum or on Minimum Wages whichever is lower *(1-b) | 583 | 583 | 583 | 583 | 583 |
| II | Total Statutory Remit | 1673 | 1673 | 1896 | 2219 | 2808 |
| | Direct Cost per Month TOTAL (I+II) | 9161 | 10261 | 10918 | 13451 | 21528 |
| III | Allowances | | | | | |
| | Mobile Allowance | 100 | 150 | 200 | 250 | 300 |
| | Washing Allowances Fixed | 350 | 350 | 350 | 350 | 350 |
| | Total Allowances | 450 | 500 | 550 | 600 | 650 |
| V | DIRECT COST | 9511 | 10761 | 11468 | 14051 | 22178 |
| | Agency service charge on Direct Cost @ % | Q | Q | Q | Q | Q |

***(1) About Basic Wages**

- a) Actual wages and bonus to be followed as per Ministry of Labour and Employment notifications and revisions from time to time.
- b) Payment of Bonus will be made, once a year on receipt of notification from Ministry of Labour of Employment. Further, conditions governing payment of Bonus relating to minimum service, etc. will also be followed before releasing payment of Bonus

**** (2) About ESI/WC Wages**

- a) Kamand and Salgi (South and North Campus) are presently not covered under ESI. The Institute will be at liberty to insist for life and medical insurance for each security guard in lieu of ESI/WC. If so the difference will be made good by IIT Mandi.
- b) Mandi town is covered Under ESI. Employer's contribution towards ESI in r/o Security Personnel deployed at Mandi will be 4.75%

5. The Agency/Contractor shall have to quote his rate of profit in % age as per Financial Bid Document.
6. The selected Agency/Contractor (Contractor) will have to pay sales tax/income tax on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency/Contractor, otherwise it shall be deductible from his payments.
7. IIT Mandi shall reimburse actual cost of uniform based on sample and rates approved as per mutually determined periodicity for each item of the outfit.
8. The contract will be valid for one year from the date of commencement.
9. These conditions will also form part and parcel of the agreement to be executed with the successful Agency/Contractor.
10. With mutual consent between the IIT Mandi and the Contractor any other point can be included in the agreement at the time of its execution.
11. The contractor will supply the list of Security Personnel with full particulars such as age, parentage, address, etc. before the commencement of the Agreement.
12. The contractor may be required to increase/decrease manpower at agreed rate and terms and conditions as and when required by the IIT Mandi.
13. The contractor shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws namely Industrial Disputes Act, Minimum Wages Act, Workmen Compensation Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI Act, Bonus Act, Maternity Benefits Act, Earned Leave, Shops & Establishments Act, Factories Act, or other labor rule, regulation applicable and amended from time to time. The Contractor shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF, EDLI, if applicable at his own level and maintenance of such records as per rule. The contractor shall arrange the disbursement of

wages to his staff so deployed for duty in first week of every ensuing month but not later than 10th day of the month in any case. The contractor will also furnish a certificate to the IIT, Mandi regarding payment of salaries/dues to the staff deployed and deposit of EPF & EDLI etc. to the EPF/ Insurance authorities. The contractor shall be solely responsible to get himself registered with labour/EPF authorities or any lapse or delay for the submission of any reports/returns to the concerned authority of Labour, EPF, ESI etc. about the staff engaged in IIT Mandi under this contract.

14. The Agency/Contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services. The workers should not be below 18 years. Each staff will have to undergo and pass fitness test as stipulated earlier.
15. The Agency/Contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work output.
16. **Smoking and consumption** of alcohol within the entire area of IIT, Mandi is strictly prohibited. Violations of this rule shall be prosecuted as per law and culprit will be discharged immediately.
17. The Agency/Contractor shall adhere to the State Minimum Wage Rules set by the Ministry of Labour, Government of India., and in the tender application the categories of the labour to be engaged should be specified. The Agency/Contractor will make payment to his staff engaged as per the minimum wages rates for these categories, from time to time and follow the Contract Labour Act, 1970 and Rules 1971 in this respect.
18. The Agency/Contractor staff shall not be treated as the staff of IIT Mandi for any purpose whatsoever. The Agency/Contractor shall be responsible for strict compliance of all statutory provisions of relevant labor laws applicable from time to time in carrying out the above job.
19. The Agency/Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. Minimum Wages Act, Payment of Wages Act, Industrial Disputes Act, Contract Labor Act and all other labor and industrial enactment at his own risk and cost in respect of all staff employed by him and keep IIT Mandi indemnified for any action brought against it for any violation/noncompliance of any of the provisions of any of the acts etc. The Agency/Contractor will abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the Registers and display notices as required under the above mentioned rules and regulations and IIT Mandi or his authorized representative shall be entitled to inspect all such records at any time.
20. The Agency/Contractor shall disburse the wages to the workers through cheque/bank transfer and Non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency/Contractor will also be liable to pay the disputed outstanding amount. The IIT, Mandi shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency/Contractor to make regular payment to the

workers engaged by him as per the minimum wages applicable to the Central Govt.

21. None of the employees of the Agency/Contractor shall enter into any kind of private work at different locations during working hours.

Sd/-

Registrar, IIT, Mandi

Aforementioned conditions are acceptable to me.

Signature of Contractor.

COVER I

F-1

DETAILS OF REG. FEE/TENDER DOCUMENT FEE AND EARNEST MONEY DEPOSIT

| | | |
|--|--|---|
| 1.Detail of the Tender 2. Document Fee Downloaded from the CPP portal | | |
| 3.Earnest Money Deposit i) Name of The Bank: ii) Demand Draft No.: Or | | |
| FDR No: iii) Date of DD/ FDR: iv) Amount: | | |
| Dated: | | Signature of the Bidder or His /Her authorized signatory With Seal of the Agency/Contractor |

Note: - Scanned signed copies must be uploaded online and original to be sent offline in (Cover 1) Technical Bid by due date.

F-2

BID Form

To

Registrar,
IIT, Mandi.

SUBJECT: BID FOR PROVIDING SECURITY SERVICES

- 1) Having carefully examined all the BID Documents attached to your invitation to Tender ref no. No: IIT/Mandi/Security Services, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Rs. One lakh only) as Earnest Money Deposit in form of Demand Draft /FDR No. _____ dated _____ issued by _____ in favour of **Registrar, IIT, Mandi**
- 3) We certify that we have carefully read each and every condition and the scope of work given in the Tender document and having understood the same we confirm our acceptance in it without any condition or deviation.
- 4) We agree to keep the BID valid for 90 (Ninety) days from the date of opening of the BID/Tender and the period shall remain binding.
- 5) We hereby submit our offer and upload **“Schedule of Rates” for Financial Bid in cover 2.**

Witnesses:

For and behalf of:

(Signature and Seal)

Name _____

Address in full _____

F-3

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor :
2. Number of Years in Operation :
3. Registered address :
4. Operational Address if different from above:
5. Telephone No. (Landline) :
6. Tele fax No. :
7. Mobile No. :
8. Official Email Address :
9. Name & Address of Branch, if any :
10. Type of Organization (Whether private limited/LLP/ partnership/sole :proprietorship) as per attached proof)
11. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm: 12. ISO Certification, if any {If yes, please furnish details}

(SIGNATURE OF BIDDER WITH SEAL)

F-4**BIDDER'S ELIGIBILITY CRITERIA**

| S. No. | Description | Confirmation (Yes/ No) | Proof attached at Page No. |
|---------------|--|-------------------------------|-----------------------------------|
| 1 | Does your Agency/Contractor comply with the statutory requirements such as valid Registration with EPF, ESI/PAN/TAN/ and Service Tax Registration authorities and license to execute such contracts? | | |
| 2 | Do you possess required 05 years of experience in providing Security Services to Boards/ offices or reputed public/ private sector Organizations. | | |
| 3 | Do you have any experience of providing similar services in Educational Institutes | | |
| 4 | Have you attached a list of contracts awarded During last 5 years (Name of the organizations)? | | |
| 5 | Do you have average annual turnover of INR 15 Crores in preceding three financial years? | | |
| 6 | Whether the Earnest Money in the form of Bankers Demand Draft/ FDR are enclosed? | | |
| 7 | Have you completed /submitted other required Information / documents, as mentioned in the Tender Document? | | |
| 8 | Have your firm/ Agency/Contractor ISO 9001-2008 certified? | | |
| 9 | Do you have a registered/branch office in Himachal Pradesh? | | |
| 10 | Have you registered yourself with HP Police HQ (PSA) | | |

Date:

Signature and Seal of Bidder

Note: - Enclose copies of the relevant documents.

F-5

NO DEVIATION CONFIRMATION

To

The Registrar,
IIT, Mandi.

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

(SEAL AND SIGNATURE OF BIDDER)

F-6**EVALUATION MATRIX FOR AWARD OF
SKILLED/SEMISKILLED/UNSKILLED MENPOWER**

Name of the bidder: _____

(Sr.No. I to III, To be filled in by the Agency/Contractor)

Evaluation Matrix :

TOTAL 100 Marks

| S. No | Description | Documentary Proof attached at Page No. | Marks |
|-----------------------------------|---|--|--------------------|
| Weightage of Technical Bid | | Weightage - 50 Marks | |
| I | Certification and Credentials | | (20 Marks) |
| a) | Company Incorporation (5 Marks) | | |
| | (i) Private Limited/Limited Company/Corporation - (5 Marks) (ii) Partnership With Limited Liability (iii) Partnership firm- (3 Marks) (iv) Proprietary firm- (1 mark) | | |
| b) | Assessment of average turnover for the preceding three financial years on the basis of audited balance sheets and certificates of ITRs (10 Marks) | | |
| | (i) Turnover of >INR 1Crore< INR 5Crore (3) | | |
| | (ii) Turnover of >INR 5Crore<INR 10 Crores (5) | | |
| | (iii) Turnover of >INR 10 crores <INR 25 crores (7) | | |
| | (iv) Turnover of >INR 25 crores (10) | | |
| c) | Private Security License and ISO Certification (5 Marks) | | |
| | (i) CMD/Majority Partner/Proprietor registered with DGR 1 Mark | | |
| | (ii) PSA of HP 1 Mark | | |
| | (iii)PSA of Any Second State 1 Mark | | |
| | (iv)PSA of Any Third State 1 Mark | | |
| | (v)Certified for ISO 9001-2008 1 Mark | | |
| II | Worker strength and Experience in large volume, multistate relevant assignments | | (20 Marks) |
| a) | Total workers continuously on rolls for last six months, will be | | |

| | | |
|------------|---|--------------------|
| | verified from EPF Portal(10 marks) | |
| | (i) ≤ 500 workers =0 | |
| | (iii) 500-1000 workers =5/10 | |
| | (iv) 1000-3000 workers =7/10 | |
| | (iv) >3000 workers =10/10 | |
| b) | Experience – should be in the name of same [applying] firm. Number of Security Personnel deployed under single contract in reputed institution/ large public/private sector organizations (10 Marks) | |
| | a) Contracts each with annual value below 20 lacs (0) | |
| | b) 1-3 contracts each with annual value above 20 lacs (3 Marks) | |
| | c) 4–5 contracts each with annual value above 20 lacs (5 Marks) | |
| | d) More than 5 contracts each with annual value above 20 lacs (10 Marks) | |
| III | Capability & Resources | (10 Marks) |
| | a) If CMD/Majority Partner/ Proprietor, Domicile of Himachal (3 marks) | |
| | b) If CMD/Majority Partner/ Proprietor, is an Ex Commissioned Officer from Armed Forces/ equivalent from Police/ Para Military, having exposure to Security Environment (4 Marks) | |
| | c) Qualification of CMD/Majority Partner/Proprietor (Matric- 1, Graduate – 2, PG – 3 Marks (3 Marks) | |
| IV | Weightage of Financial Bid (For office use Only) | (50 Marks) |
| | a) Lowest Bid Value (L1) – (50/50) b) 2nd Lowest Bid Value (L2) – L1/L2x50 | |
| | c) 3rd Lowest Bid Value (L3) – L1/L3x50 | |
| | d) 4th Lowest Bid Value (L4) –L1/L4x50 | |
| | e) 5th Lowest Bid Value (L5) –L1/L5x50 | |

Note: It is mandatory for the Agency/Contractor to provide documentary proof before submission of the tender so as to justify figures filled in Ser No I to III above. Ser No. IV is for office use only.

(SEAL AND SIGNATURE OF BIDDER/CONTRACTOR)

“Certified that the documents proof as claimed in Sr. No. I to III has been checked and found correct and complete by Tender Opening Committee and Sr. No IV has been filled by the Tender opening committee after following due procedure and opening of Financial Bid (cover 2).”

Member I

Member II

Member III

No: IIT/Mandi/Security Services

LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING TECHNICAL & FINANCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO

BID. No. -----

Date:

To

Registrar,
IIT Mandi,
H. P.

Dear Madam,

I/We hereby authorize following representative(s) to attend Technical/Financial BID opening and for any other correspondence and communication against Bidding Document:

Name & Designation _____

Signature _____

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.
Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority.

CRITICAL DATES

| | | |
|----|--|----------------------------|
| 1. | Publishing Date and time of tender documents through E-procurement http://eprocure.gov.in/eprocure/app . | 20.10.2016 at 1600 Hours |
| 2. | Start Date and Time for downloading of tender documents | 20.10.2016 at 1700 Hours |
| 3. | Last Date and Time for downloading of tender documents | 10.11.2016 upto 1100 Hours |
| 4. | Start date and time of Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid) | 14.11.2016 at 1100 Hours |
| 5. | Last date and time for Bid Submission Cover 1 & 2 (Technical Bid & Financial Bid) | 21.11.2016 upto 1600 Hours |
| 6. | Last Date and time for submission of original application, tender fee in the form of Cash Deposit Receipt and earnest money deposit in the form of Demand Draft uploaded online and original to be submitted offline as per due dates. | 23.11.2016 upto 1100 Hours |
| 7. | Date and time for opening of Technical bids (Cover 1) | 24.11.2016 at 1130 Hours |
| 8. | Date and time for opening of Financial bids (Cover 2) | 27.11.2016 at 1530 Hours |

**SEAL AND
SIGNATURE OF
BIDDER/CONTRACTOR**

Member I

Member II

Member III

COVER 2
FINANCIAL BID

| | |
|--|---------|
| Percentage that will be charged by the contractor over the overall cost calculated as per the wage structure given above | _____ % |
|--|---------|

Date -

**SEAL AND
SIGNATURE OF
BIDDER/CONTRACTOR**