



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

SAEC Chairperson Office

Tender No. IISERB/ SECURITY/ NIT/66

**Tender Document
(Part-I and Part-II)**

For

**Providing round the clock contractual security and ancillary services
for the campus at Bhauri**

Signature:
Chairperson, SAEC, IISER Bhopal

PART-I

TECHNICAL BID FOR PRE QUALIFICATION

For

Selection of Security Agency for Providing Round the Clock Contractual Security & Ancillary Services for the Campus of IISER Bhopal, Bhauri

(To be submitted in a separate envelope no. I along with EMD in separate envelope No. II)



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SAEC Chairman Office

No: IISERB/SECURITY/NIT/66

Date: 09/1/2017

Notice Inviting Tenders

Subject: Invitation for Bids from Security Agency for Providing round the clock contractual security and ancillary services for the campus of Indian Institute of Science Education and Research Bhopal

The Registrar, IISER Bhopal, on behalf of Director, invites bids from reputed **Security Agencies** with nationwide presence, for providing contractual security and ancillary services for IISER Bhopal for an initial **period of 1 year** and extendable on yearly basis upto a period of 3 years, based on satisfactory performance. The agencies that fulfill the following requirements shall be eligible to apply;

1. Registration under the Private Security Agency (Regulation) Act, 2005.
2. Should have organized training arrangements for security personnel with clear recruitment policies.
3. Registration under EPF, ESI, Service Tax/VAT.
4. Should have been in contractual security business continuously during the preceding 10 years.
5. Should having contracts/Regional offices/Branch office at Bhopal and at least more than 5 (five) states of the Nation.
6. Minimum 3000 guards on its payrolls.
7. At least five running contracts for providing security services of annual value not less than Rs. 1 (One) Crore for each contract and totally Rs. 5 Crores value per Annum.
8. Annual turn-over for each year during the preceding three years should not be less than Rs. 5 Crores each year.
9. Should have provided a solvency certificate from the banker for an amount of Rs. One Crore.
10. Capability to provide vehicles and licensed radio/ wireless equipment/Mobile Telephone services for communication.

Applications for pre-qualification can be downloaded from the website of IISER Bhopal (www.iiserb.ac.in). Applications, duly supported by the prescribed annexure will be received up to **1500 hrs on January 23, 2017**. Applicant shall be required to make a presentation of 30 minutes duration on the company profile and expertise from 1200 hrs onwards on January 19, **2017** as per the time slot allotted for this purpose.

The agencies are required to visit the website www.tenderwizard.com/IISERB for submission of tender.

Bid must be submitted only through e-tendering mode on www.tenderwizard.com/IISERB (Manual Tenders will not be accepted).

Schedule of Tendering process:

SN	Item	Date and Time
1.	Release of NIT	January 9, 2017, 1500 hrs
2.	Last date for submission of bids by agencies.	January 23, 2017,1500 hrs.
3	Opening of Technical Bids	January 24, 2017,1500 hrs.
4.	Issue of letters for the pre-qualified agencies to give presentation	January 31, 2017, 1600 hrs onwards.
5.	Presentation on company profile and expertise	February 7, 2017 1200 hrs onwards.
6.	Opening of financial bids of the successful agencies, Pre-qualified.	February 14, 2017,1500 Hrs
7.	Award of work order by	February 21, 2017
8.	Commencement of contract period	March 20, 2017

Date: 09/12/2017

Chairperson, SAEC, IISER Bhopal

Undertaking from the Bidder

From:
M/s-----

(Tenderer)

To: The Registrar
IISER Bhopal
Bhopal- 462066

SUB: "Bids for providing round the clock contractual security and ancillary services for the campus of Indian Institute of Science Education and Research, Bhopal"

- 1) Having carefully examined the Tender Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith details of Earnest Money Deposit for a value of Rs. 2,00,000.00 (Rupees two lakh) only, in the form of SBI I-collect or FDR. **EMDs submitted against Tender No 31 dated 09/12/2016 will be considered against the tender no 66 dated 09/1/2017. The bidders has to resubmit their bids against the current Tender.**
- 3) We certify that we have carefully read each and every condition and the scope of work given in the Bid document and having understood the same we confirm our acceptance without any condition or deviation.
- 4) We agree to keep the Bid valid for a period of 120 days from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period. We also understand that we shall not withdraw this Bid during this period of 120 days and in the event of default, IISER Bhopal shall have the right to forfeit 100 % (hundred %) of the Earnest Money Deposit without assigning any reason.
- 5) Should this Bid be accepted, we hereby agree to abide by and fulfill all terms and conditions of the Bid document and in default thereof, to forfeit the earnest money deposit absolutely. We understand that IISER Bhopal is not bound to accept the lowest or any other Bid received, fully or in part thereof.
- 6) Unless and until a formal contract is prepared and executed, this Tender Document together with written acceptance of tenderer thereof shall constitute a binding contract between IISER Bhopal and ourselves.
- 7) We hereby submit our offer in three parts as required the Offer will be accepted in two wax sealed envelopes, superscribed as (i) "**Technical bid**" for technical pre-qualification (ii) **details of EMD** and (iii) "**Finance Bid**", (Price Bid) respectively.
 - (i) Technical Bid [envelope-I]
 - (ii) EMD [envelope-II]
 - (iii) Financial Bid [envelope-III]

- 8) Opening of Tender:

1. Firstly, envelope containing details EMD [envelope-II] shall be opened.
2. Secondly, the technical bids [envelope-I] of those bidders shall be opened whose EMD is found in order.
3. Thirdly, the date and time of Opening of price bid [envelope-III] shall be intimated to technically qualified bidders only.
4. Fourthly, the price bid [envelope-III] of technically qualified bidders shall be opened.

All 3 envelopes should be enclosed in a separate sealed envelope, super- scribed suitably with "Tender documents for providing round the clock contractual security services for the campus of IISER Bhopal ".

The tender document shall not be opened if the Earnest Money-[envelope-II] is not furnished.

Witness:
(Name & Address)

**For and on behalf of Director
(Seal & signature of the company)**

Date:

Name:

Seal:

**Terms and Conditions for providing security and ancillary services to
Indian Institute of Science Education and Research Bhopal**

1. The Security Agency shall provide security arrangement for guarding the Institute campus within the confined premises as required by the Institute. Moreover, the Security Agency shall also protect the Institute Campus from anti-social elements.
2. The Security Agency shall not employ any personnel who belong to the area within a radius of 100 kms from the Institute. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty which may result into termination of the contract.
3. Every personnel deputed by the Security Agency(**As Guard**) shall be at least a matriculate with LMV Driving licence and those other than supervisory staff, personnel above the age of 40 years shall not be deployed. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty.
4. The Security Agency personnel should be smart and properly turned out with uniform/boots /shoes, belt, caps, badge, whistle, lamp, torch etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc. the Security Agency shall provide two sets of proper uniform (shoes, caps, canes / stick, rain coats, winter wear/sweaters/warm clothing etc.) to every personnel deployed by them in the Institute Campus at their own costs and expenses.
5. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide to the Institute a complete dozier of particulars of each security personnel proposed to be deployed along with the records of police verification, in original. Non-compliance with this provision will be deemed to be violation of the contract, inviting penal action.

The Institute shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute level Security Advisory & Executive Committee (SAEC) or any other representative appointed by the Director. The decisions of the SAEC shall be binding on the Security Agency.

6. Security Agency shall comply with all statutory requirements existing as well as those promulgated from time to time, viz. the Payment of Minimum Wages Act, Provident Fund Act, Employee State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act, Shop & Establishment Act, Contract Act, Child Labour Act, Maternity Act 1961, Workman Compensation Act etc,(All other state/centre government act rules, notification in present or further as applicable) whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, Security Agency shall not involve the Institute in any way whatsoever in any dispute with regard to

compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law, including labor laws etc., any liability is put upon the Institute, the Security Agency hereby indemnifies the Institute completely. The Security Agency shall supply a certified copy of their registration under the M.P. Shops & Establishment Act, the Provident Fund Act, ESI, Labor Rules and Income Tax/ Service Tax etc.

All the payments will be made through digital mode RTGS.

7. The personnel deployed by the Security Agency in the Institute shall be removed immediately if the Institute considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Institute and only after due approval of the Security Officer. In case of removal of such personnel, no claim shall be maintainable against the Institute.
8. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of Security Agency.
9. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like pigs, monkeys, dogs, and snakes etc., from the campus premises.
10. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month on which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Security Agency or if the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission, the Institute or its employees to whom loss is caused, shall be indemnified/compensated by the Security Agency on actual basis.
11. The Vehicles provided by the Security Agency should be in reasonably good condition/preferably brand new, so as to ensure efficient service. The patrolling vehicle being out of order for more than one hour will attract penalty.

The vehicle can be used for any official purpose including shifting the injured, patients to hospital round the clock treating the same as Ambulance in emergency.

12. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Institute have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the Minimum Wages Act, ESI/EPF/Medical Insurance Challan along with nominal roll of all

concerned security personnel and that all other statutory requirements in this regard have been complied with.

Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per the provisions of the relevant laws.

- 13 The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the Scope of Work defined in the Price Schedule. However, if the prescribed minimum wages are revised by the Labour Commissioner (Central), the Security Agency shall revise the wages of the personnel accordingly. The difference in revised minimum wages, with respect to the wages applicable on the date of submission of tender (to cover statutory liabilities and profits of the company etc.) shall be reimbursed to the security agency in addition to the contract amount, subject to production of proof of disbursement of revised wages.
- 14 The Security Agency shall take into consideration all levies and statutory taxes while quoting the tender. However if any fresh taxes, charges etc. are levied by the Local / State / Central Govt., subsequent to the date of opening of tender the same shall be reimbursed by the Institute against proof of production of payment.
- 15 The security personnel shall remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty.
- 16 At no time shall there can't be more than 10% of the contracted manpower on leave or absent from the Institute duty. In case of long-term absence due to sickness, leave etc. Security Agency shall ensure replacement and managing of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff as well as the guards shall be removed from Institute duty without seeking prior consent of the Security Officer or any person authorized by the Director in this regard. Breach of this clause will attract penalty.
- 17 All the assets and articles provided by the Institute shall be the property of the Institute and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the Institute may decide at its sole discretion, such property shall be handed over to the Institute forthwith.
- 18 In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well trained guards as and when required by the Institute, on reasonable notice, as per the accepted rate given in the Price Schedule.
- 19 The payment for services under this agreement shall be made on monthly basis, through crossed-cheque/NEFT/RTGS, drawn in favour of the Security Agency payable at Bhopal. The cheque shall be paid within 7 working days on receipt of the bills for each calendar month, duly supported with the requisite details of the daily attendance and other records,

which shall be open for inspection by the Institute. The final payment shall, however, be made only after adjusting all the dues/claims of the Institute.

- 20 The persons employed by the Agency for the security of the Institute will be the employees of the Security Agency and the Institute shall have nothing to do with their employment or non-employment. Under no circumstances any liability (**Civil or Criminal**) in respect of matters connected with their employment (**or Otherwise**) shall be held against the Institute and the Security personnel employed by the Security Agency (**or security agency itself**) shall have no right whatsoever to claim employment (**or any damages**) from the Institute.
- 21 The Security staff employed by the Security Agency will not join any union of the Institute nor shall they make any claim on service or other matter. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute. (**Shall abstain from every internal matters of institute other than for the purpose they are deployed**). **They should not criticize about our Institute and their employees at any level.**
- 22 The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. This training program as per (PSARA 2005) Private Security Agencies Central Model Rules 2006 (PSACMR 2006) Section 5. It may include various aspects of security of a vital installation, major expected threats, and measures to curtail these threats, use of security equipments, and use of fire arms to armed guards etc. (**Regular medical checkup for guards will be carried out by the agency and submit a medical fitness certificate to IISER-Bhopal**)
- 23 Any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land, shall be the sole responsibility of Security Agency. This would include specific responsibility with regard to the provision of the minimum wages act and / or any other law, which may be applicable in the instant case. The Institute will in no case be responsible for default, if any, in this regard. Even if, as per provision of any relevant enactment, the liability becomes that of the Institute, it is clearly agreed that the same shall be deemed to be that of Security Agency and shall be discharged by them. The Institute's liability towards personnel will be limited to the extent of the contract price accepted by the Institute.
- 24 The Security Agency in discharge of its duties will be bound by operational parameters given in **Section-IX** enclosed.
- 25 All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Bhopal.
- 26 The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the Institute. The security agency shall be fully responsible for taking follow up action and for pursuing the First Information Reports (FIRs) lodged by the residents of the campus with the police department.

27 The Security Agency shall ensure that the transport and communication equipment, as mentioned in the Price Schedule, are maintained in perfect working order round the clock. In case of any major fault requiring their immediate operational otherwise the Security Agency will provide replacements for them free of charge, if failure, penalty/compensation will be imposed Rs.1000/- per day.

28 The contractor shall submit the following documents along with the tender:

- i) A Solvency Certificate in original issued by the bankers.
- ii) Earnest Money Deposit of Rs. 2,00,000/- (Rupees two lakhs only). shall be accepted in the form of SBI I- Collect or Fixed Deposit Receipt (FDR) of any scheduled / public sector / MNC bank, drawn in favor of the Director, Indian Institute of Science Education & Research Bhopal and payable at Bhopal.
- iii) The Earnest Money of the unsuccessful bidders shall be refunded without any interest within a month after the written acceptance of tender to the successful bidder. However, the EMD of the successful bidder shall be converted into security deposit and held by the Institute as performance guarantee for the entire period of contract.

29 Offer will be accepted in three wax sealed envelopes, super scribed as "Original Tender Document containing Technical Bid", EMD details and "Commercial Document containing Financial Bid respectively.

All the three envelopes should be enclosed in a separate sealed envelope, super- scribed suitably with "Tender documents for providing round the clock contractual security services for the campus of IISER Bhopal ".

The tender document shall not be opened if the Earnest Money is not furnished with Technical Bid in a separate envelope.

30 The Security Agency shall be bound to perform the assigned jobs even though the same may not have been included in the schedule of services. The charges for the extra services not mentioned in the Price Schedule should be settled mutually.

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Registrar, IISER Bhopal in writing or by Fax at her mailing address indicated in the Invitation for Bids. He shall respond in writing to any request for clarification of the Bid Documents, which he receives not later than 7 days prior to the last date for the submission of bids. Copies of the query and clarifications by him shall be sent to all the prospective bidders who have received the bid documents.

31 At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

The amendments shall be notified on the website to all prospective bidders on the address intimated at the time of purchase of bid document and these amendments will be binding on them. In order to afford prospective bidders reasonable time in which to take the

amendments into account in preparing their bids, the Institute may, at its discretion, extend the deadline for the submission of bids suitably.

- 32 The Security Agency shall be responsible for all injuries and accidents to persons employed by them as per Workers Compensation Act 1923.
- 33 The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the Institute Security Staff, employees, faculty or students of the Institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees to act upon the instructions given by the supervisory staff of the Institute Security.
- 34 Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify whether he is signing as:
- a) A sole proprietor of the firm or constituted attorney of sole proprietor.
 - b) A partner of the firm, in which case he must have authority to represent for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership agreement or power of attorney.
 - c) Constituted attorney of the firm.

Provided that,

- i) In case of (b) above, a copy of the partnership agreement or general power of attorney, in either case, attested by a Notary Public, or affidavit on stamp paper of all the partners admitting execution of the partnership agreement or the General Power of attorney should be furnished.
- ii) In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner the tender offer and every partner of the firm should sign all other related documents.
- iii) A person signing the tender form or any other documents forming the part of the contract on behalf of another shall be deemed to be warranty that he has authority to sign, such documents and if, on enquiry it appears that the person has no authority to do so, the Institute may, without prejudice to other civil and criminal remedies, cancel the contract and make or authorize execution of contract / intended contract at the risk and cost of such person and hold the signatory liable to the Institute for all cost and damages arising from the-cancellation of the contract including any loss which the Institute may have on account of execution of contract / intended contract.

Individual signing the tender or other documents connected with the contract shall indicate the full name below the signature and must specify the capacity and authority under which he signs such document and shall also submit documentary evidence of his authority duly attested by a Notary Public.

- 35 In the event of any loss being caused to the Institute on account of the negligence of the employee of the Security Agency, the agency shall make good the loss sustained by the Institute, either by the replacement or on payment of adequate compensation on actual basis.
- 36 The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.
- 37 None of the employees of the Security Agency shall enter into any kind of private work within or outside the campus of the Institute. Non-compliance with this provision will be deemed to be violating of the contract, inviting penal action.
- 38 The employees of the Security Agency shall be of good character and of sound health and shall not be less than 21 years or more than **40** years of age in case of Security Guards and **45** years in case of Supervisors (and the agency will take care that any person having spectacles, preferably will not be given night shifts) . The minimum height of the Security staff should be at least 5' -6" except in case of hill tribes. Anyone found below the minimum standard shall be removed immediately from the institute and agency shall be liable for penalty.
- 39 The Security Agency shall maintain Complaint Book at the main entrance gate which will be made available to the supervisory staff of the Institute Security and the residents / employees of the campus.
- 40 In a manner satisfactory to the Institute, the Security Agency shall provide necessary expertise and trained manpower to attend to the various needs of security services at the Institute buildings, hostels, residences and the campus in general.
- 41 The Security Agency will have to accept full responsibility to uphold labour, tax, welfare and such other employer's obligations in respect of his employees in consonance with the laws of the land, against all claims, damages or losses of every nature or kind, whatsoever, ensuring no liability or involvement of the Institute.
- 42 Security agency shall ensure protection of all properties and personnel of the Institute, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble -shooting efforts.
- 43 Security Agency shall abide by all laws of the land including, contract of Labor (Regulations & Abolition) Act 1970, Employees' Provident Fund & Miscellaneous Provisions Act, 1952, Employees' State Insurance Act, 1948, Minimum Wages Act, 1948, Payment of Wages Act 1936, Industries Disputes Act 1947, The payment of Bonus Act 1965, Payment of Gratuity Act 1972, Equal Remuneration Act 1976, The interstate Migration Workman Regulation of Employment and Condition of Service Act 1979 and any amendment time to time etc apart from tax deduction liabilities, welfare measures of its employees i.e. one tea and snacks to all deployed security personnel in each duty shift on 50% concession basis and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Security Agency, and it shall not involve the Institute in any way whatsoever.

- 44 The Security Agency shall supply trained manpower for the security duties in the campus. In spite of this, all Security Supervisors shall be capable/trained in hosting Flag Ceremonies as and when required. It shall also undertake at its expense and to the satisfaction of the Institute, a continual updating of skills and procedures followed by the Security staff. For this purpose the agency shall organize suitable training camps for its cadres from time to time.
- 45 In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by the Security Agency or its staff or otherwise, any harm done to the Institute, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Director may deem fit.
- 46 Total duration of contract shall be 1 (one) year (initially for one year extendable upto three years), subject to quarterly appraisal and review by Security Advisory & Executive Committee (SAEC) of the Institute. In case the performance of the agency is not found to be satisfactory as per parameters set out in **Section-IX** of the contract or not in conformity with the terms & conditions of the agreement under **Section-II**, the contract shall be terminated even before the scheduled time by giving advance notice of 1 (one) month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited.
- 47 Security Agency shall supply standard uniforms with name-plates/name- tags to the persons engaged on duty. The Institute shall not allow any employee of the Security Agency to work inside the Institute without the uniform. If during the period of contract the uniforms are worn out, it shall be the responsibility of the Security Agency to supply another uniform to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the Institute. The Security Agency shall get the identity card of each employee attested from the Security Officer of the Institute. The Institute shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would be the responsibility of the Security Agency to supply such minor equipment necessary for discharge of duty.
- 48 The Security Guards and Security Supervisors shall be required to work in three Shifts. However, no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift.
- 49 Employee of the Security Agency shall not work for more than 6 days in a week.
- 50 In the case of successful bidder the Earnest Money Deposit of Rs. 2, 00,000/- (Rs. two lakhs) only shall be converted into Security Deposit and held with the Institute as performance guarantee for the entire duration of the contract.
- 51 The Security Agency shall have proper standards and procedures for recruitment of guards and supervisors as per PSARA 2005 section 10 and standard of physical fitness for security guards as per the Private Security Agencies Central Model Rules 2006 (PSACMR 2006). The Security Agency shall have a properly designed uniform. The Institute reserves the right to suggest modification if it deems fit, for the proper appearance and turnout of the guards.

- 52 The Security Agency shall have a regular system of training the Guards before mounting them on duty. The Security Agency shall have proper training facility and profession As per PSARA 2005. Security Agency will mount only trained guards and supervisors on duty. The Institute shall not pay any additional charges towards training or replacements of security personnel.
- 53 The Security Agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
- 54 The Security Agency shall have resources to assist the principal employer (i.e. the Institute) in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.
- 55 Security Agency shall apply to the Labor Commissioner for obtaining a labor license within a reasonable time and will submit a copy of the license to the security officer of the Institute.
- 56 The tender shall remain valid for a period of 120 days from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% (hundred percent) of the Earnest Money shall be forfeited. In exceptional circumstances, the Institute may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
- 57 Anyone or more of the following action / commission / omission are likely to cause summary rejection of bid:
- i) Any bid received late without conclusive proof that it was delivered before the specified closing time.
 - ii) Any bid not accompanied by required details of Earnest Money Deposit (EMD) in a separate envelope.
 - iii) Any conditional bid or bid offering rebate.
 - iv) Any bid in which rates have not been quoted in accordance with specified formats /details as specified in the Bid Document.
 - v) Any bid received without and latest attested Solvency certificate.
 - vi) Any effort by a bidder to influence the Institute in the bid evaluation, bid comparison or contract award decision.
 - vii) Any bid received with period of validity of bid shorter than 120 days.
- 58 The Institute is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. Institute reserves the right to negotiate with L-1 bidder to arrive at the fair and reasonable price.

- 59 The award of work order, when issued to the successful bidder, constitutes the contract with collateral support from terms and conditions of the tender invitation notices as well as formal agreement on stamped paper affixed with non judicial stamps, all of which finally form the contractual obligations to be adhered to performed by the bidder and the non performance of any of such obligations make the bidder liable for consequential effects.
- 60 The bid shall not contain corrections, erasures or over writing except as absolutely necessary to correct errors made by the bidder. Such corrections etc. shall be signed and attested by the person or persons signing the bid.
- 61 The Institute does not bind itself to accept lowest or any other tender. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected bidder or bidders on the grounds of the Institute action.
- 62 The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) and commence the work within 1 (one) month from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit.
- 63 The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities, the wages of the personnel and incentives if any, cost of minor equipment such as batons, torch etc., consumables such as electricity etc. and contingent expenditure incidental to the work, contractor's profit etc. Nothing extra shall be payable in addition to the accepted rate for each individual item as per the Price Schedule in **Part-II Section B**.
- 64 The bidders are advised to refrain from stipulating any conditions, rebates etc. in violation of the terms of the tender. The Institute reserves the right to reject such tenders in which conditions of rebate is stipulated, without assigning any reason thereof.

65 **Arbitration:**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede de-novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the cost of arbitration shall be borne by the parties themselves.

The venue of arbitration shall invariably be at Bhopal.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

66 Force Majure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

Provided, also that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

67 Period of Contract:

Initially the contract will be awarded for a period of 1 year and the same can be renewed on yearly basis upto 3 years, only on satisfactory performance of contractual obligations. The contract shall be terminated at any point of time, if the performance of the security agency is not satisfactory and in case of major security lapses and failure to fulfill the contractual obligations of any nature.

68 The agency has to provide uniform to all employees before deploying at the Institute.

69 The agency has to ensure that all allowances, wages etc. claimed from the Institute are reflected in pay/salary slip of all employees.

70 The institute may hire additional manpower besides security services for ancillary services as given in Annexure II

The agency may quote for ancillary services manpower but this will be evaluated separately and will not be a part of evaluation process of security contract.

Payment Schedule: Payments to agency will be made as and when actual expenses are incurred for items quoted in the tender and agreed in subsequent discussions or actual, whichever is lower, on monthly/yearly/reimbursement basis as applicable on the basis of employee(s) acknowledgment receipt. Payments including allowances to Ex-service man deployed will be made as per DGR Rates and applicable rules.

Service Charges: Police verification and training charges, HRA, conveyance allowance, Uniform Charges, Extra Manpower / Duty, Rank Allowances, Gun Allowance etc or any other charges will not be paid separately. These elements should be included in service charges.

Statutory Liabilities: Bonus, Gratuity, National Holidays, State labour welfare charges etc as applicable will be paid as per prevalent Government of India rates against Reimbursement.

Please provide information related to all statutory charges applicable for educational institute like IISER Bhopal duly verifying the relevant Government Acts, Rules and Regulations.

1. EPF: Agency will submit a separate challan for IISERB deposit amount and also provide a statement with details of employees and amount deposited.
2. ESI: Agency will submit a statement with details of employees and amount deposited.
3. BONUS: Agency will submit every month a attendance sheet with details of employees deployed, number of days present and absent/leave availed. A comprehensive yearly statement and claim for bonus has to be submitted by agency which will be examined and paid as per eligibility.
4. Leave Salary: Agency will submit every month a leave statement and yearly claim will be settled as per eligibility.
5. Reliever Charges will not be admissible.
6. Gratuity: (a) Gratuity amount will be paid on prorata basis commensurate with the service period of individual employees who are on the roll of the agency on the date of close of the contract with IISER Bhopal.

(b) Agency will submit claim for reimbursement with proof of payment made to the employees resigning/ superannuation as and when gratuity payment becomes due and the institute will reimburse such claims on merit.
7. Monthly wages will be paid as per prevailing minimum wages rates/DGR MoD/Govt orders based on submission of verified bills and attendance by the designated officials of the Institute.

Chairman, SAEC, IISER Bhopal

BRIEF DESCRIPTION OF WORK

The campus of Indian Institute of Science Education and Research Bhopal is a sprawling estate being built over a prime land of approximately 200 acre located strategically at the outskirts of Bhopal city on Indore-Narshingargh bypass Road, Highway No.-18. It is situated at a distance of about 25 Km. from Bhopal Central Railway Station.

The Institute shall eventually have within its premises the following capital assets.

[I] Current Requirements: (Phase-I)**A: Bhauri Campus:****(a) Buildings**

Sl. No	Description of Buildings	Plinth Area (Sqm)
1	Acad. Block – II (G+3)	14312
2	Academic Block – III (G+3)	12686
3	Lecture Hall Complex	4885
4	Hostel-I (250 Capacity, G+2)	6600
5	Dining Hall-I (500 capacity)	726
6	Engineering Building	787
7	Hostel – II	6747
8	Director's Residence	491
9	5 Duplex Bungalows	1140
10	SBRA	980
11	Administrative Building	2961
12	Library and Computer Centre	4445
13	Academic Block-I	5992
14	Hostel – III	6747
15	Employee's Residences	10367
16	Studio Apartments	980
17	Community Centre	2864
18	Shopping Centre	2040
19	Guest House	7905
	Total Sqm.	93837

(b) Boundary Wall of 7 KMs circumference

The residential population of the campus, comprising of the students, faculty and officials with their families and servants and people engaged in commercial activities etc., is approximately 500 presently. In addition to this, a substantial number of visitors visit the campus everyday for various purposes.

SCOPE OF SERVICE

The security agency is required to provide:

1. Complete security to the life and property of the residents and the campus assets of the Institute.
2. Safeguard against trespass.
3. Security covers to various official functions organized by the campus community.
4. Control of vehicular traffic.
5. Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
6. Control of stray cattle and canine menace.
7. Pursuance of cases registered by the community with local police.
8. Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
9. Timely intelligence inputs to the Institute administration.
10. Manpower for various ancillary services such as, maintaining the buildings that may be assigned from time to time, providing various staff for secretarial and other works of general and special nature.
11. Help to students and community members in case of emergent situations to shift the injured/patients to hospitals and extend emergency services of this kind.
12. Round the clock Ambulance Services by providing a dedicated ambulance with commercial registration.
13. Fire and hazard management
14. All aspects of vigilance and securities as deemed necessary for the safety and well-being of the Campus which are not concerned in an exhaustive manner in the document.
15. Telephone and wireless communication for security network.
16. Snake and reptiles menace management.
17. Monitoring of Ambulance, bus and various mini vehicles hired by the Institute under transport wing.
 - i) Provisions of Security Jeep and Ambulance on patrolling of campus round the clock basis with commercial registration and Drivers with commercial driving license.
 - ii) Maintenance of key and attendance control room.

The agency will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident free campus from law and order point of view including providing intelligence on ragging and eve teasing to the Administration.

**Communication, transport and manpower Bare estimated
Requirements to execute the WC.**

The agency shall have to execute the work contract by deploying the following equipment and manpower as per the estimated provisions.

SN.	Category	Quantity
1.	<u>Security Personnel</u>	
i	Head Supervisor (Ex-serviceman/paramilitary forces/civilian)with LMV Driving License	1
ii	Fire Inspector-cum-Security Shift Supervisors with LMV Driving License	3
iii	Gunmen (GM)	4
iv	Security Guards (SG) General Duty	30
v	Security Guards – Ex-Servicemen/Paramilitary forces etc.	6
vi	Security Guards-cum-Fire Guards with heavy vehicle Driving license	6
vii	Lady Guards Approx.	6
2.	<u>Ancillary Services</u>	
i	Light Vehicle Drivers (Highly skilled)	As per need
ii	Heavy Vehicle Drivers	
iii	Highly Skilled Manpower	
iv	Skilled Manpower	
v	Semi skilled Manpower	
vi	Unskilled Manpower	
3.	<u>Transport Services</u>	
i	Bollero (2016 Mobil) (with commercial road permit without Driver)	1
ii	Hero Honda or equivalent Motor Cycle (2016 Mobil) (with commercial road permit without Driver)	
v	Paddle Cycles	10

These are only estimated requirements mentioned herein for giving an idea of the extent of resources and quantum of work involved and do not necessarily indicate the actual requirements. The work contract should be executed by deploying sufficient manpower as per the actual requirement by the Security agency

Information and instructions to the Bidders

1.0 General:

- 1.1 Letter of transmittal is attached (Section-IV).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such case. If any particulars/ query is not applicable in the case of the applicant, it should be stated as not applicable. However the applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result in the applicant being summarily disqualified. **Applications made by FAX/E-mail and those received late will not be entertained.**
- 1.3 The application should be typewritten. The applicant's name and signature should appear on each page of the application along with seal without any correction.
- 1.4 Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction, if any. All pages of the bid documents shall be numbered and submitted as a package with signed letter of transmittal.
- 1.5 A Senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- 1.6 The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is, however, advised not to attach superfluous information. No further information will be entertained after bid document is submitted, unless the Institute calls for it.
- 1.7 The bid document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscribed "**The bids for providing round the clock contractual security and ancillary services for the campus of "Indian Institute of Science Education and Research Bhopal"**" shall be received in the Office of the Registrar, IISER Bhopal only as per the tender schedule given in the NIT. Followed by this the agency shall have to make a presentation of 30 minutes duration on the company profile and expertise before the Institute level committee at level – II, if shortlisted. Documents submitted in connection with the bid will be treated confidential and will not be returned.
- 1.8 Prospective applicants may seek clarification regarding the scope of work and/or the requirements for bid, in writing, within a reasonable time. Any clarification given by the Institute will be forwarded to all those who have obtained the bid document directly from

the office of Registrar. No request for clarification will be considered after receiving the bid tenders.

2.0 Definitions:

In this document the following words and expressions have the meaning hereby assigned to them:

- 2.1 shall mean “Indian Institute of Science Education and Research Bhopal” acting through the Registrar of the Institute.
- 2.2. **APPLICANT** shall mean, a proprietary Firm, a Firm in partnership, a limited company (private or public) or a corporation.
- 2.3. **INSTITUTE** shall mean “Indian Institute of Science Education and Research Bhopal”.

3.0 Method of filling-in the Application:

- 3.1 If an individual makes the application, it shall be signed by the proprietor above his full typewritten name and current address.
- 3.2 If a proprietary Firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his Firm with its current address.
- 3.3 If the application is made by a Firm in partnership, it shall be signed by all the partners of the Firm above their full typewritten names and current address or alternatively by a partner holding power of attorney for the Firm. In such a case, a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the Firm shall also accompany the application.
- 3.4 If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filed.

4.0 Final Decision Making Authority

The Institute reserves the right to accept or reject any application and to annul tendering process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Institute’s action.

5.0 Particulars Provisional

The particulars of the work given in Section-I are provisional and must be considered only as advance information to assist the applicant.

6.0 Campus visit:

- 6.1 The applicant is advised to visit and examine the campus and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the bid application and subsequently the financial bid. The cost of visiting the site shall be at applicant's own expense.

7.0 Initial Criteria for Technical Bid (Level – 1):

Level-1

S. No.	Criteria	Max. Marks
7.1	Registration under the Private Security Agency (Regulation) Act, 2005.	10
7.2	Should have organized training arrangements for security personnel with clear recruitment policies.	10
7.3	Registration under EPF, ESI, Service Tax/VAT.	10
7.4	Should have been in contractual security business continuously during the preceding 10 years.	10
7.5	Should have contracts/Regional offices in at least 5 (five) states of the Nation.	10
7.6	Minimum 3000 guards on its payrolls.	10
7.7	At least five running contracts for providing security services of annual value not less than Rs. 1 (One) Crore for each contract and totally Rs. 5 crores value per Annum.	10
7.8	Annual turn-over for each year during the preceding three years should not be less than Rs. 5 crores each year.	10
7.9	Should have provided a solvency certificate from the banker for an amount of Rs. One Crore.	10
7.10	Capability to provide vehicles	10
	Total	100

8.0 Evaluation Criteria for technical Pre-Qualification (Level – 1I):

- 8.1 For the purpose of technical pre-qualification, applicant will be evaluated in the following manner:-
- a) The application will first be scrutinized at level - 1 on the basis of the initial criteria prescribed in Para 7.1 to 7.10 above, and the applicant's preliminary eligibility for the work is determined.
 - b) Only those Firms qualifying the initial criteria at level -1 as set out in Para 7.1 to 7.10 above will be evaluated for the following criteria at level – 2.
 - c) Only those firms qualifying at level - 2 evaluation of the agency on its profile and expertise before the institute level committee shall be invited for personal interview and presentation at level – 3.

Level -II

Form

Total Marks – 100 (Relative)

SN	Factor/Items	Form	Max. Marks
1	Financial Strength	1	15
2	(a) Details of all contracts completed during the last 10 years (b) Details of all contracts under execution. (c) Details of all contracts awarded and not yet started.	2a 2b 2c	10 10 10
3	Performance report of contracts (5 Contracts -5 x 5 each)	3	25
4	Structure of the <u>company</u> organization	4	10
5	Details of employees on the rolls of the company	5	15
6	List of Equipment & Transport vehicles	6	5
Total			100

Level-III

SN.	Factor/Items	Max. Marks
1.	Presentation before the Committee	50
2.	Visits to work spots and or confidential reports by the committee on the 5 running contracts	50
Total		100

8.2 Even though applicants may satisfy the above requirements, they may be disqualified. if they have:

- a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- b) Records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
- c) If confidential enquiry reveals facts contrary to the information provided by the applicant.

9.0 Financial Information

Application should furnish the following financial information:

- a) Annual financial statement for the last 3 (three) years (In Form “1”). These should be supported by audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- b) Name and address of the Banker familiar with the applicant’s financial standing and Banker’s statement on availability of credit.

10.0 Experience, in contract security business

10.1 Applicant should furnish the following:

- (a) List of all contracts of similar class of business successfully completed during the last 10 years (In Form '2a')
- (b) List of all contracts under execution (In Form '2b')
- (c) List of all contracts Awarded and not yet started (In Form '2c')

10.2 Particulars of completed contracts and performance of the applicant, duly authenticated /certified by a Senior Officer of the client (In Form 'D')

11.0 Organization:

11.1 Applicant is required to submit the following in respect of his organization (In Form 'E'):

- a) Name and postal address including Telephone Number, Fax Number and e-mail addresses etc.
- b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- c) Names and title of Directors and officers to be concerned with proposed contract for IISER Bhopal, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the applicant was involved during the last 5 (five) years, including any current litigation.
- e) Authorization from employers for seeking detailed references by the Institute.

12.0 Personnel & Equipment:

12.1 Applicant should furnish the details of employees on the rolls of the company (as per Form-F) and a list of communication equipment & transport owned by the company (In Form 'G')

13.0 Letter of Transmittal:

13.1 The applicant should submit the letter of transmittal attached with prequalification document.

14.0 Period of Contract:

Initially the contract will be awarded for a period of 1 year and the same can be renewed on yearly basis upto 3 years, only on satisfactory performance of contractual obligations. The contract shall be terminated at any point of time, if the performance of the security agency is not satisfactory and in case of major security lapses and failure to fulfill the contractual obligations of any nature.

15.0 Presentation:

15.1 After evaluation of pre-qualification application, a list of qualified agencies will be prepared. Thereafter, only those agencies who are pre-qualified for the works will be invited to give a presentation. The Short listing Committee shall evaluate the firms at the third level through a presentation and site visits, if required to further shortlist the agencies.

16.0 Important Notes:

16.1 The Institute reserves the right to:

- a) Amend the scope and value of contract.
- b) Reject any or all the bids without assigning any reason.

16.2 For any of the above actions, the institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

16.3 Effort on the part of the bidder or his agent to exercise influence or to pressurize the Institute for his bid shall result in rejection of such bid. Canvassing of any kind is prohibited.

Letter of Transmittal

From:

(Full address of the Bidder)

To:

The Registrar
Indian Institute of Science Education and Research Bhopal

SUB: Submission of bids for “Providing round the clock contractual security and ancillary services for the campus of Indian Institute of Science Education and Research Bhopal

Sir,

Having examined the details given in the news papers and bid document along with the financial bid in two parts/envelopes (Part-I & Part-II) along with EMD in third envelope for the above work, we hereby submit the bid with complete details.

1. We certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply.
3. We submit the requisite Solvency Certificate and authorize the Registrar, IISER Bhopal to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorise the Registrar, IISER Bhopal to approach individuals, employers, Firms and corporations to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, know-how & capability for having successfully completed the contracts and for Pre-qualifications in order to be eligible for opening of Financial Bids as part of section VII:

Contd. on next page

Section – VII**Initial Criteria for Technical Bid (Level – I):**

S. No.	Criteria	Max. Marks	Annexure details
7.1	Registration under the Private Security Agency (Regulation) Act, 2005.	10	Annexure 1
7.2	Should have organized training arrangements for security personnel with clear recruitment policies.	10	Annexure 2
7.3	Registration under EPF, ESI, Service Tax/VAT.	10	Annexure 3
7.4	Should have been in contractual security business continuously during the preceding 10 years.	10	Annexure 4
7.5	Should having contracts/Regional offices in at least more than 5 (five) states of the Nation.	10	Annexure 5
7.6	Minimum 3000 guards on its payrolls.	10	Annexure 6
7.7	At least five running contracts for providing security services of annual value not less than Rs. 1 (One) Crore for each contract and totally Rs. 5 Crores value per Annum.	10	Annexure 7
7.8	Annual turn-over for each year during the preceding three years should not be less than Rs. 5 Crores each year.	10	Annexure 8
7.9	Should have provided a solvency certificate from the banker for an amount of Rs. One Crore.	10	Annexure 9
7.10	Capability to provide vehicles.	10	Annexure 10
	Total	100	

Signatures of the bidder

Seal:

Date:

FORM 'B'

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s / Sh.....having marginally noted address, a customer of our bank are/ is respectable and can be treated as good for any engagement upto a limit of Rs (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

- NOTE : (1) Bankers certificates should be on letter head of the Bank, in sealed cover addressed to tendering authority.
(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

- **Hard copy in original to be submitted before the due date of submission**

Section VIII

Technical Pre-Qualification Documents (Level II)

1. Financial Strength

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet /Profit and Loss Account for 3 (three) years and certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

		Financial Years		
SN	Details	2013-14	2014-15	2015-16
i)	Gross annual turnover in Security & Intelligence services			
ii)	Profit /Loss			

- II. We have enclosed a Certificate of Solvency from the banker for an amount of Rs. 1 crore dated _____ From _____ (Mentioned the name of Bank).

- III. We have enclosed a note on Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of the bidder)

Name:

Seal:

- **Hard copy in original to be submitted before the due date of submission**

FORM '2a'

2. Details of all contracts
(a) Completed during the last ten years

Sl. No.	Name of Contract & Location	Name of Client	Type of Org. Industries /Govt/others	Annual Cost of contract	Period of contract		Total Duration		Litigation Arbitration pending / in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Performance Rating given by the Organization
					From	To	Yrs	Months			
1	2	3	4	5	6	7	8	9	10		

A certificate of satisfactory performance should be attached in each case. Wherever the certificate is not enclosed it will be treated as “unsatisfactory performance”.

Date: _____

(Signature of the applicant)

Name: _____

Seal:

2. Details of all contracts
(b) Under execution

Sl. No.	Name of Contract & Location	Name of Client	Type of Org. Industries /Govt./others	Annual Cost of contract	Period of contract		Total Duration		Litigation Arbitration pending / in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Performance Rating given by the Organization
					From	To	Yrs	Months			
1	2	3	4	5	6		7		8	9	10

(Signature of the applicant)

Date: _____

Name: _____

Seal:

2. Details of all contracts
(c) Awarded and not yet started

Sl. No.	Name of Contract & Location	Name of Client	Type of Org. Industries/ Govt/others	Annual Cost of contract	Period of contract		Total Duration		Name, Address & Tele No. of officer to whom reference may be made
					From	To	Yrs	Months	
1	2	3	4	5	6		7		8

Date: _____

Signature

Name: _____

Seal:

3. Performance report of contracts completed and under execution

(Use separate forms for each of the 5 running contracts)

(Furnish this information for each individual contracts from the employer for whom the contract is being executed)

S. No.	Required Details	
1.	Name of contract & Location	
2.	Agreement No.	
3.	Annual Value of contract	
4.	Date of start	
5.	Date of completion	
6.	Name of the office(Full address with Email)	

6. Performance report to be contacted for verification of the performance of the agency.

i) Quality of service :

Annual	Excellent	Very good	Good	Satisfactory
Marks in 5 pt. scale	5	4	3	2

ii) Resourcefulness :

Attribute	Excellent	Very good	Good	Satisfactory
Marks in 5 pt. Scale	5	4	3	2

7.	Any penalty imposed for bad performance :	
8.	Any litigation pending	

A certificate of satisfactory performance should be attached in each case. Wherever the certificate is not enclosed it will be treated as “unsatisfactory performance”.

(Signature)

Senior Level Officer of the Client
(Seal of the organization)

Date:

Name: _____

Phone: _____

Email ID: _____

- **Hard copy in original to be submitted before the due date of submission**

	authorities?		attached)
	(a) Registrar of Companies,		Annexure IV(a)
	(b) EPF		Annexure IV(b)
	(c) ESI		Annexure IV(c)
	(d) VAT		Annexure IV(d)
	(e) PAN / TIN number		Annexure IV(e)
	(f) Service tax registration number		Annexure IV(f)
5.	List of Government Ministries/ Departments/ Clients.		(copies of contracts/ orders placed on the agency during last three years should be attached) Annexure-V
6.	Whether the firm is blacklisted by any Govt. department or any criminal case is registered against the firm or its owner/partner anywhere in India?		Should enclose a notarized bond of Rs.100/- value as Annexure VI.
7.	Any other information considered necessary but not included above.		Annexure VII

The address and details of the training Headquarters and Regional Management Headquarters with contact No. and details of the Head Centre.

Declaration:

I personally undertake responsibility and confirm that the above information is true and no misrepresentation is made. The required Annexure-1-VII are enclosed for verification.

Signature:

Date:

Name:

Seal:

FORM – 5

5. Details of security and administrative personnel on the rolls of the company

Sl. No	Designation	Total Number	Name	Qualification	Professional Experience	Remarks
1	2	3	4	5	6	7

(Signature of the authorized Signatory)

Name:

Date:

Seal

Note: Please mention the name of executive level employees only.

Security Parameters

The main Security objectives of IISER Bhopal are as under:

1. Providing security to the property of IISER Bhopal round the clock on all days (**at one each point** 3 person @ 8 hours each day). Additional guards be recruited to provide weekly off on relieving basis.
2. Freedom of the campus from cattle, tree poachers and other unwanted elements.
3. Prevention of loss of the Institute and private property by thefts, burglaries, dacoities etc.
4. Prevention of injury, assault and violation of the persons, especially women residents and legitimate visitors. Providing protection to everyone; considering liberal and open culture among residents.
5. A proper record is to be maintained by the guards for the visitors and regular inventory of the office assets.
6. Smooth conduct of functions, conferences, dignitaries' visits, cultural events.
7. Switching on and off common lights (morning/evening) & electricity meter reading every day (opening & closing)
8. Surprise visits will have to be made by the agency during duty hours
9. Guards should be well behaved and dressed properly while on duty.
10. The guards will put their attendance on daily basis for each shift duty.
11. The Security parameters will there have been:
 1. Theft related.
 2. Patrolling related
 3. Discipline
 4. Traffic Controlling
 5. Ambulance Services
 6. General
12. Protection of the Personnel & Property (Institute as well as residents) as e.g., when assigned in transit (cash & documents), trespass in the assigned area and against Institute Procedures & Rules, Willful Harm, Deploying fail-safe preventive security measures, providing early warning & mobilizing trouble shooting elements of the Institute.
13. Fire Fighting
14. Security Audit/Surveys/Investigations/Consultancy.
15. Training of Security Guards by own As per PSACMR 2006 (PSARA 2005)

16. Adherence to the Standard Operating Procedures given by the Security Officer which may be modified from time to time depending on situation.
17. Any other contingency & situation arising out of protecting Property & Personnel (Institute as well as residents) assigned by the Security Officer.
18. A penalty system will be in operation under which operational failures, depending on type and frequency, will entail penalties. The liability of Security Agency will not only be in terms of these penalties but also to the extent of the recommendations of the Joint Enquiry.

Penalty in Rs.

1. Dacoity

Forced armed entry with-in any campus area, resulting in looting of the place and/or injury to limb/ life or both.

THIS WILL ENTAIL IMMEDIATE TERMINATION OF THE CONTRACT.

2. Thefts

Sl. No.	Type to theft	Penalty Rs. Per instance
1	Major break in an campus and /or theft of goods that need some form of transportation, besides issuing Censure certificate etc.	25,000/-
2	Major break in a premises and/or theft of goods that do not need transportation	20,000/-
3	Lock breaking of a premises and/or theft of goods that need some form of transportation	15,000/-
4	Lock breaking of a premises and/or theft of goods that do not need transportation	10,000/-
5.	Lock opening of a premises and /or theft of goods that need some form of transportation	5,000/-
6.	Lock opening of premises and/or theft of goods that do not need transportation	4,000/-
7.	Lock breaking/opening without any theft	3,000/-
8.	Theft of one bicycle	1,000/-
9.	Theft of one scooter/ motorcycle	5,000/-
10.	Theft of a car	20,000/-

3. Patrolling

Sl. No.	Type of incidence due to patrolling lapse	Penalty Rs. Per Instance
1.	Molestation case, single person involvement.	5,000/-
2.	Molestation case where a group of miscreants is involved.	10,000/-
3.	Eve teasing case where group of miscreants is involved	2,000/-
4.	Molestation / eve teasing / chain snatching case where helps take	5,000/-

	more than 7 minutes to arrive after reporting.	
5.	Rowdiness/rioting on the campus	5,000/-
6.	Patrolling vehicle out of order for more than 1day	5,000/-
7.	Patrolling more than two bicycles out of order for more than a day	500/-
8.	Trespassing	5,000/-
9.	Strength deployment <u>non-relative</u> to the deployment chart	10,000/-

4. Discipline

Sl. No	Type of incidence due to patrolling lapse	Penalty Rs. Per Instance
1.	Rude and unpleasant behavior of security personnel with campus resident (for each incident) or security staff	1,000/-
2.	Non-compliance with instructions/orders	5,000/-
3.	Failure in drill test/random call	1,000/-
4.	Recruiting personnel residents of a place located within 100 km from the Institute (for each day after recruitment/deployment)	1,000/-
5.	Recruiting untrained/deploying illiterate personnel and/or recruiting/deploying personnel of more than 40 yrs, except in case of supervisory staff & above (for each day after recruitment/of deployment for <u>each grade</u>)	5,000/-
6.	Breach/violation of contractual conditions (for each act of commission/omission) not covered in any of the above columns	5,000
As per decision of the SAEC depending on the level of breach		

5. General Nature

Sl. No	Type of incidence due to patrolling lapse	Penalty Rs. Per Instance
1.	Lack of cattle control in the academic area	500/-
2.	Lack of cattle & monkeys menace control in residential area	500/-
3.	Lack of cattle & monkeys menace control in campus thorough fares	500/-
4.	Rash driving on campus by security employees.	500/-
5.	Entry of unauthorized vehicle on the campus	500/-
6.	(a) Overtime / (b) Double Duty /(c) Sleeping or absent from post (for each separately)	500/-
7.	Non deployment of personnel on duty (per Shift)	5000/- per individual

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

7. **Reward**: Concerned person shall be rewarded individually for the commendable job and extraordinary integrity and courage shown while performing the duty, as per the decision of the Security Advisory & Executive Committee (SAEC) of IISER Bhopal.

8. General Mechanism: (A) The net of Penalty/reward bonus will be finalized by Security Advisory & Executive Committee (SAEC) once in a month during client co-ordination meeting to be held in the first week of every month and the penalty amount will be deducted from the bill due in next month. No cash reward will be due and payable to Security Agency.

(B) **Joint Enquiry** The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The joint enquiry committee shall be constituted by IISER Bhopal which will be inclusive of one person from the security agency deployed at Bhopal.

Chairperson, SAEC, IISER Bhopal

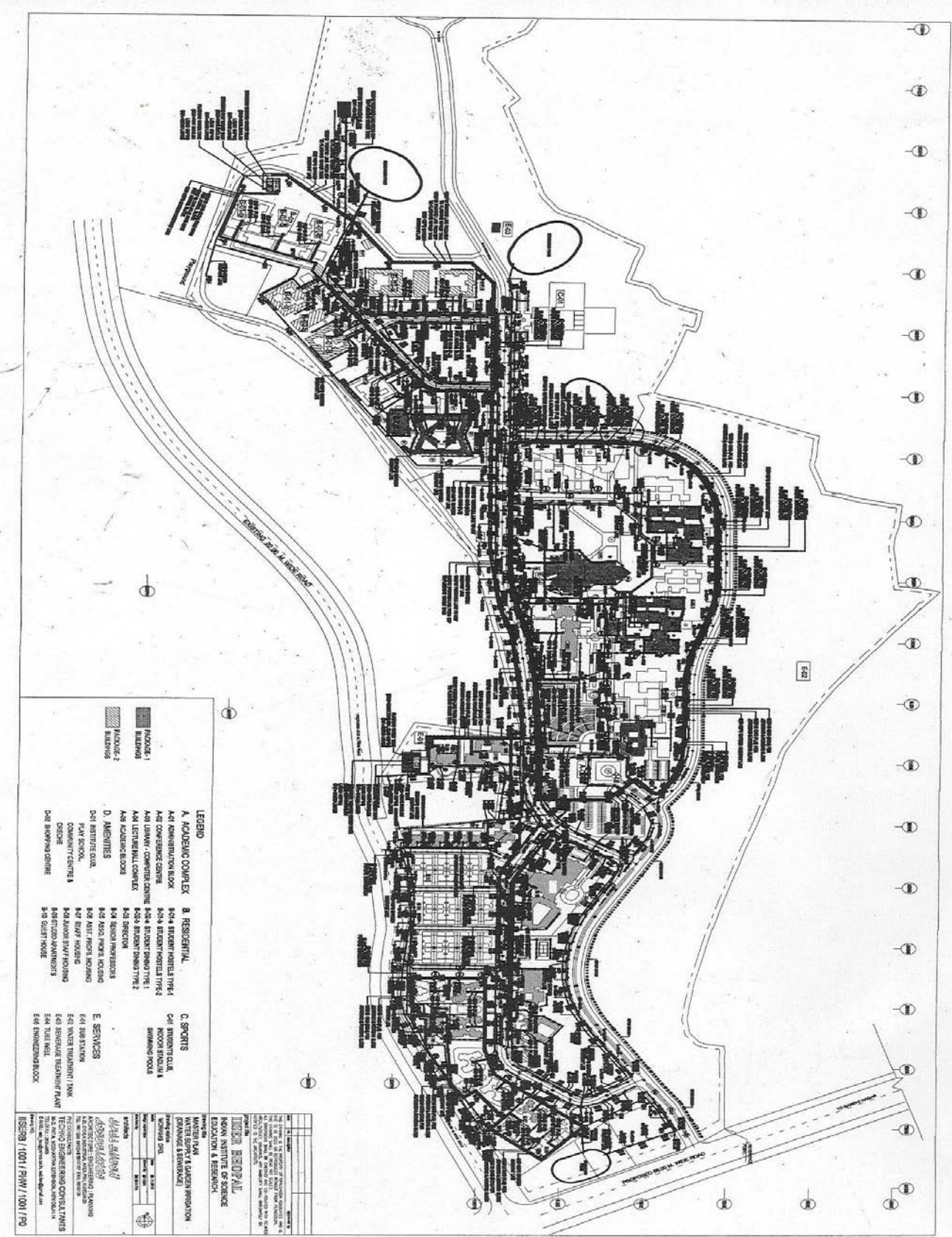
Tentative plan for deployment of Guards at Transit Campus and Bhauri Campus

I . Requirement of Security Patrolling Points at Bhauri Campus.

S. No	Buildings	Guards
1	Main Gate	8
2	Tower/ Community Centre/ Institute club	3
3	Guest House	3
4	Directors Residence	3
5	D1-D5/ESS	1
6	Library/CC	3
7	Main Building	3
8	AB1-AB3	9
9	Hostel Area	13
10	Lecture Hall	2
11	CIF	3
12	NMR (Lab) +CIF	
13	13/1 Land	1
14	Shift Supervisor	3
15	Head Supervisor	1
	Total	56

This is the tentative manpower it may be increased or decreased as and when required.

Campus map of IISER Bhopal Bhauri Campus





भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
कुलसचिव कार्यालय

PART-II

Financial Bid

For

**Providing Round the Clock Contractual Security & Ancillary Services for the Campus of
IISER Bhopal.**

(To be submitted in a separate envelope No. 3)

**The Financial Bids of the pre-qualified bidders in Part I under level I, level II and level III
will be considered for participation in at Part II [Financial Bid]**

Signed:
Chairperson, SAEC, IISER Bhopal

Index

Part-II

Section	Description	Page No.
Section –A	Undertaking along with Technical bids	
Section – B	Price Schedule/Financial Bid (Annexure I to V)	
Section - C	Details of DGR MOD Minimum wages rates	

Undertaking from the Bidder

From: M/s-----

(Tenderer)

To: The Registrar
IISER Bhopal
Bhopal- 462066

SUB: "Bids for providing round the clock contractual security and ancillary services for the campus of Indian Institute of Science Education and Research, Bhopal"

- 1) Having carefully examined the Tender Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We certify that we have carefully read each and every condition and the scope of work given in the Part-I, Technical Bid for Pre-Qualification and having understood the same we confirm our acceptance without any condition or deviation.
- 5) Should this Bid be accepted, we hereby agree to abide by and fulfill all terms and conditions of the Bid document and in default thereof, to forfeit the earnest money deposit absolutely. We understand that IISER Bhopal is not bound to accept the lowest or any other Bid received, fully or in part thereof.
- 4) We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply.
- 5) We are fully aware and agree that any conditional offer in contravention of terms and conditions laid down in Part-I, Technical Bid for Pre-Qualification documents and / or submitting price bid not in strict accordance to format given, will render our tender invalid.

Witness:
(Name & Address)

**For and on behalf of Director
(Seal & signature of the company)**

Date:

Name:

Seal:

- **Hard copy in original to be submitted before the due date of submission along with technical bid**

**Price Schedule/Financial Bid
(In sealed Cover-3 superscribed “Financial Bid”)**

Financial Bid for providing “Security Services for IISER Bhopal”

1.	Name of the Firm/Agency
2.	(Full address with Tel. No.) Registration No. of the Firm/
3	Agency under Local Administration or any <u>other Organization</u> viz DGR/Labour Commissioner
4	Details of the official authorized by the Company to submit the Financial Bid.

Date.

Signature

Name

Seal

Price Schedule Tender No 66 dt 09/1/2016

SI. No.	Category	Unit	Rate per unit/Rent per unit	Amount Per month In Rs.	Remarks	
1	2	3	4	5	6	
1	Security Personnel					
i	Head Supervisor (Ex-servicemen/Para military forces)etc. or	1			Increase in basic + VDA is permissible equivalent to percentage hike in revision of minimum wages as notified by the Government from time to time	
	Head Supervisor (Civilian)etc.	1				
ii	Fire Inspector-cum-Security Shift Supervisors	3				
iii	Gunmen (GM)	4	(a) Gunman			Payment restricted upto minimum wages as notified by the GOI.
			(b) Gun			
iv	Security Guard General Duty	30				
v	Security Guards-cum-Fire guards with heavy vehicle driving license.	6				
vi	Lady Guards	6				
vii	Security Guard (SG) Ex-servicemen and Paramilitary forces etc.)	6			Payment For Ex-servicemen and Paramilitary forces etc restricted upto minimum wages as notified by the GOI, (DGR) MOD. (Break-up enclosed on Annexure I)	
Sub Total of 1		56				
2	Transport					
i	Tavera	Qty	Details	with 3 shift 24x7 Driver	Without driver	Diesel rates price variation (i) Diesel base price on the date of starting of services. (ii) Average Mileage of Tavera will be taken as: 12 Km per litre (iii) Price variation formula: (Increase/decrease in diesel price
			(a) Rate for 30 Kms per day/ 900 kms per months with Fuel Oil and Maintenance etc all inclusive			
			(b) Extra Per KM Charge beyond 900 KMs			

			(c) Monthly Fixed rental rate with Fuel Oil and Maintenance etc all inclusive			X Diesel litre consumed in one month)
			(d) Per KM rate with Fuel Oil and Maintenance etc all inclusive)			
ii	Hero Honda or equivalent Motor Cycle (2016 Mobil) (with commercial road permit without Driver)	1	(a) Monthly Rates without Driver (With Fuel Oil and Maintenance etc all inclusive)			Petrol rates price variation (i) Petrol base price on the date of starting of services. (ii) Average Mileage of Hero Honda will be taken as: 50 Km per litre (iii) Price variation formula: (Increase/decrease in Petrol price X Petrol liter consumed in one month)
iii	Paddle Cycles	10				
Sub Total of 2						
Total Cost per month (1+2)						
3	Company Service Charge %*					
Grand Total of (1+2+3)						

***Service Charges:** Shall be inclusive of all charges at Annexure IV. Percentage should be quoted considering all other charges mentioned in the annexure I to IV and nothing beyond this similar charges will be paid to the contractor.

*The rates agreed between IISER Bhopal and the contractor will remain firm during the period of contract. However, the rates will increase / decrease as per actual charges in the average retail price of Diesel/Petrol prevailing on the date of starting of services. Any increase / decrease so allowed to the contractor will be extra / less and form the part of basic rate. This increase / decrease will be done only on monthly basis as under:

The retail sale price of Diesel/Petrol existing of 1st of each month shall be applicable throughout the month. The rates shall be declared for the whole month. Diesel/Petrol price on 1st of calendar month (1st Feb, 1st Mar., 1st Apr., etc.) will remain same up to end of current month (1st Feb. to 28 Feb., 1st Mar. to 31 Mar. etc.)

The retail sale price (RSP) of Diesel/Petrol applicable for Bhopal submitted by the contractor.

Rate increase on any other account will not be permissible.

Date.

**Signature
Name:**

Break-up enclosed as Annexure – I*

a	Total monthly package in figure	Rs.
b	Total monthly package in words The above figures are indicative numbers, institute at its discretion may increase or decrease the number and the payment will be made accordingly	Rupees
c	Per KM cost and above 900KM mileage on Jeep. <ul style="list-style-type: none">• Break-up of the rate should also be provided in the enclosed proforma on Annexure – I along with the copy of the Govt. Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Govt and <u>meet additional costs whenever more work is assigned.</u> All taxes, fees, duties, service charge and levies inclusive. All the payments/wages should be made by way of an A/c payee cheque only. The Institute will draw Demand Draft separately in favour of ESI/EPF/Statutory taxes to be paid by the security agency in favour of the Government agencies directly, on receiving a request from the agency to this extent for the dues payable by the security agency. No reimbursement will be made directly to the security agency towards ESI/EPF and other statutory payments.	

Declaration by the 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 to abide by them.

Note:

- (i) No other charges would be payable by Client.
- (ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.
- (iii) Liability of the institute for payment of wages to all employees except SO, ASO and SSS shall be limited only up to minimum wages as decided by central government from time to time.

Date:

Signature of the Contractor
Name
Seal

Break up of Manpower Costs (Civilian Guards) to be Annexed to the Financial Bid

S. No	Particulars %	Rates for Security Personnel				
		Fire Inspector-cum-Security Shift Supervisors (1)	Gun- man (2)	Security Guard General Duty (3)	Security Guard cum Fire Guards with heavy vehicle driving license (4)	Lady Guard (5)
1	Basic					
2	Minimum Wages ()					
3	PF					
4	EPF Admin.					
5	ESIC					
	Sub Total					
	Service Charges (%)*					
	Grand Total					

* Gun Allowance will be paid for Gun Man on lowest emergent quoted rates amongst all bidders.

*Police verification & Training Charges, HRA, Uniform Charges, Rank Allowances, if any will not be paid separately. These charges should be included in service charges.

*All payments to the vender will be on reimbursement basis and restricted to the amount actually paid to employees Subject to submission of Proof/ Salary Slip over monthly bill except for Service charges and Statutory Liabilities.

Date:

Signature

Name:

Seal

Break up of Manpower Costs (Ex-Serviceman) to be Annexed to the Financial Bid(as per latest DGR Rates)

SL. No.	Description	Percentage (this is to be read in conjunction with latest rules/ acts /regulations and Policies Promulgated by Competent Government Authority)	Security Guard (without arms)	Security Guard (with arms)/ Gunman	Supervisor (one per 20 security Guards)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)					
(b)	Employees State Insurance(ESI)	4.75% of Basic plus VDA				
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA				
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA				
(e)	Administrative Charges	1.11% of Basic plus VDA				
(f)	House Rent Allowance (HRA)	30% of Basic plus VDA				
(g)	ESI on HRA	4.75% of HRA				
(h)	Bonus (ref notes)	8.33% of Rs 3500				
(i)	Uniform Outfit Allowance	5% of Basic plus VDA				
(j)	Uniform Washing Allowance	3% of Basic plus VDA				
(k)	TOTAL	Sum of (a) to (j)				
(l)	Relieving Charges 1/6 th of total of serial (k)					
(m)	Total Cost Per Head	Sum of (k) to (l)				
(n)	Service Charge	%				
(o)	Sum Total	Sum of (m) and (n)				

*Police verification & Training Charges, HRA, Uniform Charges, Rank Allowances, Gun Allowance, if any will not be paid separately. These charges should be included in service charges.

*All payments to the vender will be restricted to the amount actually paid to employees Subject to submission of Proof/ Salary Slip over monthly bill except for Service charges. Training cost & police verification will be paid only once per employee. At the start of the contract and for any new additional manpower deployed.

***Service Charges:** Shall be inclusive of all charges at Annexure IV. Percentage should be quoted considering all other charges mentioned in the annexure I to IV and nothing beyond this similar charges will be paid to the contractor.

Date:

Signature
Name:

Annexure-III*

Statutory Liabilities **

SI No	Statutory Liabilities	Acts/Rules *	Percentage or	Periodicity of	Wages Ceiling	Criteria to be	Rules /
-------	-----------------------	--------------	---------------	----------------	---------------	----------------	---------

		(applicable for educational Institute/IISER Bhopal)	Fixed Amount (please mention details)	payment (Once/Monthly / Quarterly etc)	Eligibility / Limits (as per Rules/Acts)	fulfilled for Bonus, Gratuity etc.)	Acts (to be enclose)
1.	EPF						A1
2.	ESIC						A2
3.	Bonus						A3
4.	Gratuity						A4
5.	Paid Leave/Leave Salary						A5
6.	State labour welfare Charges						A5
7.	National Holiday						A6
8.	Any other						A7

* The bidders are to enclose relevant part as Act/Rules as proof.

** The Institute shall examine and only agreed upon/applicable as per Government Act/Rules charges will be admissible and payable on reimbursement basis only

Service Tax: As per GOI - Ministry of Finance, Department of Revenue notification No. 25/2012-Service Tax dated 20/06/2012 and D.O.F No. 334/15/2014-TRU New Delhi, dated 10/07/2014, Institute is exempted from paying service tax for Security Services.

Date:

Signature
Name:

Annexure-IV*

Other Charges

SI No	Other Charges	Percentage or Amount (please mention details)	Periodicity of payment (Once/Monthly/Quarterly etc)
1.	Police verification		

2.	Training Charges as per PSACMR 2006 (PSARA 2005)		
3.	HRA		
4.	Conveyance		
5.	Gun Allowance		
6.	Rank Allowance		
7.	Uniform Charges		
8.	Other Charges if any		

- All the above mentioned charges shall be covered under service charges % quoted by the bidder. The Institute will not pay separately any amount on these heads at mentioned services only.
- The contractor shall be completely responsible for providing the allowances in compliance with all applicable rules in vogue.
- Items/Facilities to be provided by the agency:
 - (1) Agency shall provide two sets of proper uniform (shoes, caps, canes / stick, rain coats, winter wear/sweaters/warm clothing etc.) to every personnel deployed by them in the Institute Campus at their own costs and expenses.
 - (2) Accommodation and conveyance charges are under the scope of contractor. Only trained security guard and security supervisor to be mounted on duty.
 - (3) Rank Allowances wherever admissible is strictly under the scope of contractor.

Date:

Signature

Name:

Certificate

It is understood and agreed that:

- 1) All the supervisors should be of sound physical fitness. They should have basic training in first aid management, fire fighting, communication apparatus management technique and operating computer. They should also possess valid four wheeler driving license and preferably, equipped with arms license.
- 2) All the guards should have basic training in handling mobiles and other communication equipments like walky-talky, wireless etc.
- 3) In addition, the guards deployed should have expertise in following areas as per the break up provided in the Financial Bid documents:
 - a. At least 10% guards shall be from Ex Military/ Paramilitary/ Police Force on per the quote.
 - b. At least 50% of them should know driving and possess (both two and four wheeler vehicle) valid Commercial driving license for Ambulance/Mini Bus and Light Motor vehicles etc.
 - c. At least 10% of them should have the basic training in fire fighting and hazard/calamity management skills.
 - d. At least 10% of them should have life saving training and swimming skills.
- 4) The number shown above are only indicative and the actual nos. will be decided by the Security Advisory & Executive Committee (SAEC) in consultation with the security agency, from time to time and depending upon the threat perception as perceived by the Institute.
- 5) The quoted rates are inclusive of all taxes; levies, statutory liabilities, bonus to the personnel employed in the security of the campus, if any, accidental expenses incurred by the company in execution of the work, cost of consumable & non consumable items, minor equipment, profit & overheads of the company and any other known and unforeseen expenses. The rates shall be net and nothing extra shall be payable over & above the accepted rates.

The quoted rates must also take into consideration the minimum wages applicable to trained security guards, contribution towards ESI, EPF, Insurance, bonus, and Service charges etc.
- 6) The rates of the individual items accepted by the Institute shall remain valid for the modified numbers also and no claim on account of curtailment / additional quantum of work shall be entertained by the Institute.
- 7) The tenderer shall attach a separate sheet for showing the analysis of rate for each item of the schedule. If unable to justify the rates, the offer is liable to be rejected.

- 8) The institute has a right to engage any other security service too any time whenever it felt its requirement.

Date:

Signature of the Contractor

Name:

Seal:

(An affidavit may be asked from the successful bidder about the information filled up in the application form at page 3 it will further insure the correct information about the agency and in case if so arises make it liable for criminal prosecution as well)

- Hard copy in original to be submitted before the due date of submission along with technical bid**

ANCILLARY SERVICES

(Optional only, not considered as part of the Security Tender and not included in the evaluation criteria set for allotment of “Round the clock Security Services” tender)

1. The number of personnel will be as per the Institute’s requirement to be specified from time to time.
2. Payment will be effected as per minimum wages salary structure.
3. Equipment and consumables will be provided by IISER Bhopal.
4. This part is optional quote only not the part of main tender for Security services and has no bearing on the tender allotment criteria specified in the prequalification and financial bid document.
5. Separate competitive evaluation will be made independently decided unconcerned with the “Round the clock Security Services” price bid.

SN	Items	Wages per head	
1	2	3	
1	Housekeeping	The bidder needs to quote the Service Charges only; wages should not be quoted by the bidder. This will be as per minimum wages as per the rates approved by the Institute only.	
i	Sweeper and Cleaner		
ii	Housekeeping Supervisor		
iii	Housekeeping manager		
iv	Mali/Gardener		
v	Horticulturist		
2	Hospitality services/Facility Management for Guest House		
i	Waiter/Server		
ii	Assistant Cook		
iii	Head Cook		
iv	Chef		
v	Receptionist/Front Office Assistant		
Vi	Caretaker/Warden		
Vii	Supervisor		
Viii	Manager and front office manager		
Ix	Canteen manager		
X	Driver		
3	Office Staff		
i	Data entry operator/typist/EDP assistant		
ii	Personal assistant		
Iii	Accountant		
IV	Attendant/Helper		
4	Other costs if, any:		
Total cost per month			
	Service Charges %*		%
	Grand Total		In figure
			In words

Declaration by the 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 to abide by them.

Note:

- (i) No other charges would be payable by client.
- (ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.
- (iii) Liability of the institute for payment of wages to all employees except SO, ASO and SSS shall be limited only up to minimum wages as decided by central government from time to time.

Name & Signature of the Contractor

Seal:

Date:

2112/SA/MINIMUM WAGES/EMP
 DIRECTORATE GENERAL OF RESETTLEMENT MINISTRY OF DEFENCE
 GOVERNMENT OF INDIA, WEST BLOCK IV RK PURAM, NEW DELHI 110066



NOTICE OF REVISION OF MINIMUM WAGES W.E.F, 01 APR 2013

1. REFERENCE GOVERNMENT OF INDIA, MINISTRY OF DEFENCE OFFICE MEMORANDUM NO 28(3)/2012-D(RES-I) DATED 09 JUL 2012 AND ANEBDNEBT ISSUED VIDE OM NO. 28(3)/2012-D (RES-I) DATED 16 JAN 2013 REGARDING GUIDELINES FOR FUNCTIONING OF DGR EMPANELLED EX-DERVICEMEN SECURITY SERVICES.
2. CONSEQUENT TO REVISION OF MINIMUM WAGES BY MINIMUM WAGES BY MINISTRY OF LABOUR AND EMPLOYMENT GOVERNMENT OF INDIA, FOR EMPLOYMENT OF PERSONNEL OF THE CENTRAL SPHERE, FOR WATCH AND WARD DUTIES AND IBID OFFICE MEMORANDUM. THE UNDERMENTIONED MINIMUM WAGES WILL BE PAID TO ALL GUARDS & OTHER STAFF EMPLOYED BY DGR SPONSORED SECURITY AGENCIES/COMPANIES/CORPORATIONS THROUGHOUT THE COUNTRY WITH EFFECT FROM 01 APR 2013.

AREA A

SL. No.	Description	Percentage (this is to be read in conjunction with latest rules/ acts /regulations and Policies Promulgated by Competent Government Authority)	Security Guard (without arms)	Security Guard (with arms)/ Gunman	Supervisor (one per 20 security Guards)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)					
(b)	Employees State Insurance(ESI)	4.75% of Basic plus VDA				
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA				
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA				
(e)	Administrative Charges	1.11% of Basic plus VDA				
(f)	House Rent Allowance (HRA)	30% of Basic plus VDA				
(g)	ESI on HRA	4.75% of HRA				
(h)	Bonus (ref notes)	8.33% of Rs 3500				
(i)	Uniform Outfit	5% of Basic plus VDA				

	Allowance					
(j)	Uniform Washing Allowance	3% of Basic plus VDA				
(k)	TOTAL	Sum of (a) to (j)				
(l)	Relieving Charges 1/6 th of total of serial (k)					
(m)	Total Cost Per Head	Sum of (k) to (l)				
(n)	Service Charge	@ 14%				
(o)	Sum Total	Sum of (m) and (n)				
(p)	Service Tax	12.36% of sum total				

AREA-A

AHMEDABAD (UA), BANGALURU(UA), KOLKATA(UA), DELHI(UA), GREATER MUMBAI(UA), NAVI MUMBAI HYDERABAD(UA), KANPUR(UA), LACKNOW(UA), CHENNAI(UA), BAGOYR(UA), FARIDABAD CUMPLEX GHAXIABAD GURGAON NOIDA & SECUNDRABAD

AREA B

SL. No.	Description	Percentage (this is to be read in conjunction with latest rules/acts/regulations and Policies Promulgated by Competent Government Authority)	Security Guard (without arms)	Security Guard (with arms)/ Gunman	Supervis or (one per 20 security Guards)	Remarks
(a)	Basic Wages (BW) plus Variable Deamess Allowance (VDA)					
(b)	Employees State Insurance(ESI)	4.75% of Basic plus VDA				
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA				
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA				
(e)	Administrative Charges	1.11% of Basic plus VDA				
(f)	House Rent Allowance (HRA)	20% of Basic plus VDA				
(g)	ESI on HRA	4.75% of HRA				
(h)	Bonus (ref notes)	8.33% of Rs 3500				
(i)	Uniform Outfit Allowance	5% of Basic plus VDA				
(j)	Uniform Washing Allowance	3% of Basic plus VDA				
(k)	TOTAL	Sum of (a) to (j)				
(l)	Relieving Charges 1/6 th of total of serial (k)					
(m)	Total Cost Per Head	Sum of (k) to (l)				
(n)	Service Charge	@ 14%				
(o)	Sum Total	Sum of (m) and (n)				
(p)	Service Tax	12.36% of sum total				

AREA-B

Agra	UA	Guwahati City		Patna	UA	Dehradun	
Ajmer		Guntur		Raipur	UA	Durg-Bhilai	
Aligarh		Gwalior	UA	Rajkot		Nagar	
Allahabad	UA	Indore	UA	Ranchi	UA	Jammu	
Amravati		Hubli Dharwad		Sholapur		Jamnagar	
Aurangabad	UA	Jodhpur		Srinagar	UA	Vijayawada	
Bareilly	UA	Kochi	UA	Surat	UA	Vishakhapatnam	
Bhavnagar		Kolhapur	UA	Thiruvananthapuram	UA	Warangal	
Bikaner		Kozhikode	UA	Vadodara	UA	Mangalore	
Bhopal		Kota		Varanasi	UA	Salem	
Bhubaneswar		Ludhiana		Jabalpur	UA	Tiruppur	
Amritsar	UA	Madurai	UA	Jaipur	UA	Tiruchirappalli	
Chandigarh	UA	Meerut	UA	Jalandhar	UA	Asansol	
Coimbatore	UA	Moradabad	UA	Jameshedpur	UA	Belgaum	
Cuttack	UA	Mysore	UA	Puducherry	UA	Bhiwandi	
Durgapur		Nasik	UA	Jalandhar Cant			
Gorakhpur		Puna	UA	Dhanbad	UA		

AREA-C AREAS NOT COVERED IN AREA –A ADN AREA-B

Note:-

Wherever the state minimum wages are higher than the wages notified herein, the higher wages shall stand protected and would be payable.

Bonus is mandatory as per payment of Bonus Act 1985(as amended). The minimum bonus has been calculated on the minimum wages of Rs. 3500. The upper limit of bonus is 20%. Bonus is applicable for wages between 3500(Lower limit) to Rs. 10000(Upper limit).

Security Guards is allowed a day of rest after a continuous period of six days work every week moreover, when a security guard works for more than 48 hours in a week he is entitled wages on overtime rates i.e. double the ordinary rates wages.

Additional Charges:- Additional charges will be levied in case of service being provided in remote/disturbed/hazardous areas as field allowance @ 25 % on Basic pay plus VDA will be entitled to ESM security guards when working in remote/disturbed area such as Northern Eastern States, J&K etc. Or when working in areas hazardous to health such coal Fields, Mines and Pipelines.

Wages are subject to amendments as and when promulgated from time to time

INSTRUCTION TO SUPPLIERS/BIDDERS:

The tender shall be accepted **only through online e-tendering process** and all details pertaining to the tender and guidelines for e-tendering are available on the website www.tenderwizard.com/IISERB.

Intending contractors needs to register themselves on the e-tendering website www.tenderwizard.com/IISERB to get the USER ID and PASSWORD by paying required registration fee (Annual & Non-Refundable) through e-payment only and completing the steps specified on above referred website.

Special Note: The price bid and other documents has to be Submitted separately online at www.tenderwizard.com/IISERB. The date of Submission of online Technical and Financial will be as per tender notice.

Requirement for Vendors:-

P.C. Connected with internet

Registration with portal www.tenderwizard.com/IISERB

Class-III Digital signature certificate in the name of the company of the vendor is mandatory(in the name of the company who will be submitting the EMD & general information).this may be obtained by calling our helpdesk (09981783170 and 011-49424365).Bids will not be recorded without Digital signature Certificate.

Bidders will have to pay Tender Processing fee **Rs 920/- including service tax (Non-Refundable)** through e- payment in favour of M/S ITI Ltd.

Note: Please check the Digital Signature Certificate. For more details bidders may visit e-tendering portal and download the help manuals uploaded in the website.

Contact

Person:-

Mr. Ranjit Kumar Ranjan Mob: 09981783170 Email: twhelpdesk674@gmail.com

Mr.Nikhil Sanal Mob: 09650544776 Email: twhelpdesk673@gmail.com

Help Desk No: 011-49424365