



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर

**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA CAMPUS**

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678515 | Fax: 0120-6678506

Website: www.iiml.ac.in | E-mail: sup.purchasenc@iiml.ac.in

NIT. No.: IIML-NC/PUR/Security Services /008/2018 Date of Tender: March 22, 2019

E-TENDER NOTICE:

ANNUAL MAINTENANCE CONTRACT FOR SECURITY SERVICES AT IIML NOIDA CAMPUS

NOTICE INVITING TENDER for invites quotations from competent vendors for Annual Maintenance Contract for Security Services at IIM Lucknow Noida Campus for a period of One year. The prices are required to be quoted on the following terms and conditions;

IMPORTANT DATES

Tender Announcement start date	22/03/2019
Last date and time for submission of tender	22/04/2019 by 11:00 AM
Date and Time for Opening of Tender and Rate Bid	23/04/2019 by 2:00 PM
Venue for Opening of Tender and Rate Bid	Indian Institute of Management Lucknow Noida Campus, B-1, Sector- 62, Noida– 201307 (U.P.)
EMD	Rs. 50,000/- (Rupees Fifty Thousand Only) by way of demand draft of nationalized bank in favour of “Indian Institute of Management Lucknow Noida Campus” only

NIT.No. IIML-NC/PUR/Security Services /008/2018 dated March 22, 2019. E-tenders are invited for a period of One year for obtaining services of Annual Rate Contract for Security Services for Indian Institute of Management Noida Campus, Noida. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of rate bid may be downloaded on acceptance of terms and conditions. Duly signed the terms and **condition of tender document – Annexure-A, B,C,D & E** may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in>. **Complete tender document** using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

GUIDELINES FOR BIDDERS

1. Indian Institute of Management, Lucknow, an autonomous body, set-up by Ministry of Human Resources Development, Government of India having its office at Noida Campus, B-1, Sector-62 Institutional Area, Noida - 201 307 Uttar Pradesh (India) invites offers in prescribed BOQ from reputed vendors/agencies with the specified specifications in prescribed Performa.
2. Institute invites the quotations rates for a period of One year for obtaining services of Annual Rate Contract for Security Services for Indian Institute of Management Noida Campus.
3. Tenderer who has to download the tender from the CPPP site, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
4. Intending tenderers are advised to visit website: <https://eprocure.gov.in> after March 22, 2019 regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
5. The details of terms and conditions are being given in the Tender document (**Annexure -A**), (**Annexure -B**), (**Annexure -C**), (**Annexure-D**), (**Annexure-E**).
6. The bidder should also enclose a write-up (Brief profile) about services provided in last three year.
7. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) refundable by way of demand draft of nationalized bank in favour of **“Indian Institute of Management Lucknow Noida Campus ”** Payable at Noida only. Deposition of EMD through any other form will not be accepted. The scanned image of EMD to be uploaded online along with the bid documents and **the hard copy of original should reach to the address mentioned below latest by 10:00 AM of the last date of tender.**
8. The successful bidder shall pay 10% of annual contract value as a Security Deposit in the form of demand draft/FDR/ BG of nationalized bank in favour of **“Indian Institute of Management Lucknow Noida Campus”** only.
9. **Last date and time for submission of tender is April 22, 2019 by 11:00 AM.**

To,
Head Administration
Indian Institute of Management Lucknow
Noida Campus
B-1, Sector- 62, Noida– 201307 (U.P.)



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर

**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA CAMPUS**

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678515 | Fax: 0120-6678506

Website: www.iiml.ac.in | E-mail: sup.purchasenc@iiml.ac.in

Annexure-A

NIT. No.: IIML-NC/PUR/Security Services /008/2018

Date of Tender: March 22, 2019

TENDER NOTICE

Indian Institute of Management, Lucknow Noida Campus (hereinafter referred to as the “Institute” invites sealed tenders in two-bids (1. Technical & 2. Financial) format from well-established reputed Security Guarding Services Organizations recognized by Central/State Government organizations having relevant experience in providing Civilian Security Guarding Services. The agency shall be providing Security Services in the Institute based on the requirement of the Institute from time to time for a period of initially one year, further extendable based on satisfactory completion of contract every year on contract basis/ outsourcing basis.

Tender document can also be downloaded from the CPPP portal. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 50,000/- (Rupees fifty thousand only) refundable by way of demand draft only. The demand draft shall be drawn in favour of “Indian Institute of Management, Lucknow Noida Campus” payable at Noida. Deposition of EMD through any other form will not be accepted. The scanned image of EMD to be uploaded online along with the bid documents and the hard copy of original should reach to the address mentioned below latest by 10:00 AM of the last date of tender.

Offers in the financial bid should be written in English and price quoted should be written in both figures and words. The offer should be typed or written in ink pen or ball pen; the use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.

Envelopes of Technical Bid & Financial Bid should be individually sealed and then be placed in a third envelope, sealed and super scribed with Tender for Security Services and the due date of submission. Bids received beyond last date of bid submission will be rejected. No tender will be entertained by E-mail / FAX.

Tender document can also be downloaded from the CPPP portal. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 50,000/- (Rupees fifty thousand only) refundable by way of demand draft only. The demand draft shall be drawn in favour of “Indian Institute of Management, Lucknow Noida Campus” payable at Noida. Deposition of EMD through any other

form will not be accepted. The scanned image of EMD to be uploaded online along with the bid documents and the hard copy of original should reach to the address mentioned below latest by 10:00 AM of the last date of tender.

Online Submission:

A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of rate bid may be downloaded on acceptance of terms and conditions. Duly signed the terms and condition of tender document may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in>. Complete tender document using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed above shall be uploaded online.

Only those bidders, whose technical bids are complete in all respects, will be considered for evaluation. Financial Bids of only those bidders will be opened whose technical bids qualified.

The Agencies can inspect the site with prior intimation between 10.00 am to 5.00 pm on all working days. No extra amount shall be payable for non-awareness of the site conditions and constraints.

Indian Institute of Management, Noida Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.

Technical Bid will be opened on April 23, 2019 at 1400 hrs in the meeting room at 3rd floor, A-1 Block of the Institute in the presence of the Tenderer(s) or their authorized representative(s) who are present at the scheduled time.

Date and time of opening of Financial Bids will be decided after Technical Bids have been evaluated by the Institute. Financial Bids of only those Tenderer(s) will be opened who qualify the eligibility criteria. The date, time & place of opening of the Financial Bids will be intimated in due course of time. Unqualified tenderer(s) financial bid will be returned unopened along with EMD after award of contract.

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the Tender will be the next working day at the same time.

The Tenderer(s) are requested to read the Tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the Tenderer from the tendering exercise. The tender document duly signed and stamped on each page shall be returned in original with the Technical Bid as a proof to confirm the acceptance of the entire Terms & Conditions of Tender.

Any amendment and / or addition made to the Tender are not permissible after opening of the Tender, Incomplete Tenders will be rejected. The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

INSTRUCTIONS TO TENDERER

Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The envelope of Part – I should be super scribed as “Tender for Security Services, Part – I Technical Bid” and the envelope of Part – II should be super-scribed as “Tender for Security Services, Part – II Financial Bid”.

PART –I (Technical Bid):

Technical Bid should contain the information regarding constitutional documents (Memorandum and Articles of Association or Registration of the Firm etc.), ESI, EPF Registration, Business Turnover, experience in the sector, valid Labour Contract Licenses under Contract Labour Act / Laws and other details of the company / firm to enable judging the suitability of the Tenderer. Self-attested copies of all supporting document should be enclosed with Technical Bid in the prescribed format i.e. Annexure A”. The agencies that fulfill the following requirements shall only be eligible to apply:

1. Eligibility Criteria:

- a) The tender should be from Security Guarding Services Organizations recognized by Central/State Government organizations having relevant experience in providing Civilian Security Guarding Services.
- b) The organization should be registered / licensed with labour Department of any State Govt./ Central Govt., MOD, DGR shall be eligible to apply. Self-attested registration copy must be enclosed with Technical Bid.
- c) Tenderer should have experience of at-least 5 years from the date of registration for providing the Security Services to the Government / Semi Government, Educational Institutions/ Large Private Organizations. Supporting document (registration / contract order copy) to be enclosed with Technical Bid.
- d) The tenderers quoting very low service charges merely to enter in to the contract will not be considered. The Institute would consider providing service charges to the firms as per normally applicable margin of profit depending on the credibility, previous track record / performance, manpower availability etc. These points will be evaluated in the presentation by the firm.
- e) The annual turnover of the Tenderer for each of the last three financial years shall not be less than Rs.5 crore (Rupees five crore only). Turnover includes the salary of personnel’s paid and service charges of the firm. Audited financial statements duly certified by Chartered Accountant (CA) for the past three years shall be enclosed with the Technical Bid in support thereof along with copies of Income tax return.
- f) Presentation by the company is must.
- g) PSARA Certification as per Act 2005 (Copy to be provided).
- h) At least 02(two) contracts in large Industrial/ Educational Institute with annual value not less than Rupees 25 lakh each per annum. Satisfactory work experience certificate to be enclosed with Technical Bid.

- i) The Tenderer must have not been debarred and / or blacklisted by any Central Government / any State Government Department and / or the Tenderer should not have any litigation in any of the Labour Courts. An affidavit to that effect Non-Judicial Stamp paper of Rs. 10/- duly notarized shall be enclosed with The Technical Bid. The Proforma of the affidavit is attached with the Tender as Annexure – E.
- j) The Tenderer shall be required to submit the earnest money (EMD) for an amount of Rs 50000.- (Rupees Fifty Thousand only) refundable by way of demand draft only. The demand draft shall be drawn in favour of “Indian Institute of Management, Lucknow Noida Campus” payable at Noida. The demand drafts for earnest money deposit must be enclosed in the envelope containing the Technical Bid.
- k) The Tenderer shall submit the copy of the Tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of entire term & conditions of the Tender by the Tenderer.
 - a. The bid of any Tenderer(s) who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in Tender document are liable to be summarily rejected.
 - b. The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

Earnest Money Deposit:

The Tenderer shall be required to deposit the earnest money for an amount of Rs 50,000/- (Rupees Fifty Thousand only) refundable by way of demand draft only. The demand draft shall be drawn in favour of “Indian Institute of Management, Lucknow Noida Campus” payable at Noida.

The demand draft for earnest money deposit must be enclosed in the envelope containing the Technical Bid. Any Technical Bid without the demand draft of earnest money deposit is liable to be rejected. The Institute is not liable to pay any interest on such amount. Earnest money deposit shall be forfeited, if the Tenderer withdraws its bid during the period of Tender validity.

The earnest money deposit of the Tenderer whose tender has been accepted will be returned on the submission of performance security. Earnest money deposit of the successful Tenderer shall be forfeited, if it refuses or neglects to execute the agreement or fails to furnish the required performance security within the time frame as specified by the Institute.

After the award of the contract to the successful Tenderer, the earnest money deposit of all the others tenderers will be refunded within 30 days.

2. Local Conditions:

It shall be the responsibility on each Tenderer to fully inform / acquaint / familiarize itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Tenderer(s) intending to bid shall visit and make themselves thoroughly acquainted with the local site conditions.

The Tenderer(s) can conduct a demographic study to identify the local utility areas (markets / locality / residential area, communication and transport conditions and others requirement to be involved and other feature) which will enable the tenderer to consider all the factors during

estimation for performance of services as indicated in the Tender.

The Institute shall presume that the Tenderer(s) has understood and agreed that all the relevant factors have been kept in view while submitting the bids. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these Tender documents will be entertained by the Institute.

3. Tender Preparation Cost:

The Tenderer shall solely bear all costs associated with the preparation and submission of the bids, including the site visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case such costs shall be reimbursed by the Institute.

4. PART – II (Financial Bid):

- a) Financial bid should be in the format enclosed with tender at **Annexure “D”** in separate sealed cover. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
- b) The Bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- c) GST Tax or any other taxes and Education Cess will be paid extra as applicable and will be charged on service charges.
- d) Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

5. Tender Evaluation:

(a) Stage – I (Technical Evaluation):

- i. Bidders are required to submit the complete proposal (in two-cover format) on or before the due date and time.
- ii. Technical Bid will be opened on April 23, 2019 at 1400 hrs in the meeting room at 3rd floor, A-1 Block of the Institute in the presence of the Tenderer(s) or their authorized representative(s) present at the scheduled time.
- iii. The technical committee will evaluate the proposals on various parameters (as defined in **Annexure-B** of the tender document). Agencies meeting the bidder's eligibility criteria and scoring a minimum of 35 marks (out of 70) will be technically qualified. The evaluation of the technical committee is final and binding.

(b) Stage – II (Financial Evaluation):

- i. The Financial bid of technically qualified bidders will be opened in the presence of representative of the technically qualified bidders at a date and time to be communicated later. The Financial bids shall be evaluated on the basis of the Service Charge as quoted by the tenderer. The service charges should be in % of the monthly reimbursement bill.

The techno-financial evaluation (70 marks for technical and 30 marks for financial) would be used in deciding the successful bidder. The techno-financial evaluation scheme is detailed in Page No. 13 of the tender document.

6. Commencement of Contract:

The Contractor shall commence the work from the date of receipt of acceptance of the work order which shall be accepted by the Contractor within not more than 10 days from the receipt of the work order or 15 days from the date of said order whichever is earlier.

7. Performance Security:

The Contractor shall be required to furnish a Performance Security on or before the date of commencement of the contract for 10% of contract value in the form of irrevocable bank guarantee by any nationalized bank in prescribed format.

The Performance Security as furnished by the Tenderer shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor under the agreement to be executed by and between the Institute and the Contractor.

In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of Performance Security shall also be extended by the contractor accordingly, so that such Performance Security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

Failure of the contractor to comply with the requirements any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of Performance Security.

8. Termination of the Contract:

The Institute reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest such:

- a) If the Contractor fails to provide the services as envisaged herein within the period(s) specified in the Contract or any extension thereof as may be granted by Institute. (b) If the Contractor fails to perform any of the obligation(s) under the Contract.
- b) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit / Performance Security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the contractor is liable for action as appropriate under the extant laws.
- c) The contractor is not eligible for any compensation or claim in the event of such cancellation.

9. Contractor's Obligations:

- a. Contractor shall be responsible for providing Security Services in the Institute as mentioned

in the tender document.

- b. The areas to be covered by static/manning/patrolling by day and night are as under;

S. No.	Area/Location
I.	Main Gate
II.	Boundary Wall
III.	New Seminar Block
IV.	A-1 Block
V.	A-2 Block
VI.	Residential Block
VII.	MDP Hostel
VIII.	IPMX Hostel
IX.	STP/ WTP Pump House
X.	Library
XI	All Grounds/ Open Area within the boundary wall
XII	Entire Periphery adjoin the boundary wall from out side

- c. The Contractor shall provide security arrangement plan for guarding of the assets of the Institute as required by the Institute. Moreover, the Contractor shall also protect the Institute from anti-social elements. A SOP is to be formed by the contractor and put-up to the authorized representative of IIML –NC for acceptance
- d. Contractor shall ensure the protection of all the properties and personnel's 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.
- e. Any theft, pilferages or damages to cargo, property, machinery, equipment, etc. entrusted to Institute or are in the Institute custody or within Institute premises during the contract period shall be charged to the Contractor, if it was caused due to negligence of the contractor. The decision of Institute in this regard will be full and final.
- f. The Contractor will also be responsible to ensure that no goods / stores / cargo / vehicle / dry wood or scrap etc., goes out of the Institute premises without proper authorization and / or Gate pass.
- g. The contractor shall properly train all its supervisors & guards to maintain liaison with the local Police, Fire Brigade Station and shall inform them first in case of any incidental eventuality. The contractor will also liaison with "Authorized Person" of the Institute at their office / or residence, and will inform them immediately, even after office hours about any untoward incident happened in the premises of the Institute.
- h. The contractor shall deploy required number of trained and experienced guards to provide the said services and immediately communicate their names, residential address, age, with / without arms, police verification and medical fitness certificate etc. within 10 days from the date of their deployment

- i. The contractor would be required to ensure that the payments of its workers are in strict observance of Minimum Wages Act (Central Government)
- j. The Contractor will submit the pre-receipted duly stamped printed bills in prescribed format for reimbursement of wages paid to the personnel's deployed under the contract in triplicate of preceding month. Each Monthly bill must accompany the:
 - i. Separate list of the guards and reliever engaged.
 - ii. Duration of their engagement, duly verified by the concerned Officer of Institute
 - iii. Copies of authenticated documents of payment of contribution of ESI / EPF of such guards.
- k. Separate bill shall be submitted for the payment of contractor service charges of the month.
- l. The Contractor shall provide 03 sets of uniform, each for summer and winter, and 02 set of shoes including 3 sets of socks, caps, canes / stick, torch, rain coat to every guard at their own cost and expenses, and they keep it neat and clean.
- m. The Contractor will undertake the firefighting operations. It is essential that all guards shall be fully trained in firefighting operations. They will also be required to conduct monthly fire drill and be updated on its operation and technique.
- n. The Contractor shall maintain:
 - Training records of two hour training per week of Security staff
 - Record of liaison visits to Police Station of local jurisdiction, Fire Station, Hospitals and details of concerned individuals/ phone / mobile numbers/ location/address etc.
 - Records of access control, entry /exit of personnel, visitors, vendors & their employees , labours, couriers, postal personnel and motor vehicles etc.
 - Record of issue of parking stickers with category.
 - Record of Security Checks carried out of and around the premises, both during working hours and after working hours, points / observations raised and action taken thereon.
 - Record of any reported accident / incident /unusual or suspicious activity and action taken thereon.
 - Record of statutory compliances. Billing and Payment records, cross linked with deployment status of the period of the bills.
 - Record of issue and upkeep of uniform and articles of personnel clothing, accouterments etc. Record of daily working parade and deployment.
 - Record of any special items issued, such as whistles, batons, raincoats, umbrellas, gumboots, torches etc.
 - Record of training for Fire Fighting operations, use of MFFA and Mock Fire Drills conducted etc. Record of relievers @1:6, to cater for uninterrupted operational deployment and replacements for leave/ sickness etc.
 - Record of Surprise Security Checks carried out of and around the premises, both during working

hours and after working hours, points / observations raised and action taken thereon.

- Layout Plan of premises, location of Guard posts marked, copy of all Duty Orders, including specific to post duty orders.
- Copy of Threat Assessment of premises, Deployment Plan based on Threat Assessment, including details of Servicemen staff, duly verified by authorized documents.
- Any other relevant inputs / information which has implications for security of the humans and materials and premises and assets of the premises.

10. **Institute Obligations:**

- a. Institute will reimburse the amount to the contractor within 10 working days from the date of the submission / or verification of bill. The Institute on the receipt of the bill will check all the records and there after process the bill for payment.
- b. The Institute will only reimburse the minimum wages and statutory obligations like: EPF, ESI paid in the bill for monthly reimbursement.
- c. The Institute will not charge any amount from the contractor for water and electricity consumed during the execution of services.
- d. Income Tax and other statutory levies as applicable from time to time will be deducted at the source from the services charges of the Contractor.
- e. GST tax as payable as per government notification shall be reimbursed by the Institute.

11. **Terms and conditions:**

- a) The Institute would raise an indent for Supervisors, gunman and guards as required form time to time. Indent may specify the qualification and experience required for such personnel's.
- b) Institute reserves the right to take an interview of the security personnel's are being deployed to access the suitability. The decision of the Institute regarding the suitability of personnel's shall be final.
- c) Reimbursement of wages will be restricted to the minimum wages as fixed by Central Govt. or as the wages fixed by the Institute as the case maybe with all the dues like EPF, ESI throughout the tenure of contract. It shall be incumbent upon the contractor to pay the wages to its personnel as fixed by the Central Govt. or as fixed by the Institute as the case may be. Any violation shall attract the cancellation of the contract and the legal action as per Laws.
- d) Institution allows deployment of reliever in excess of the indented strength limited to 1:6 of the indented strength and further limited to the actual deployment in this regard. The contractor shall give the name of the personnel who will be relieved in advance. Attendance sheet for these relievers shall be kept separately so that it is open to instant inspection. No Over Time Allowance (OTA) will be paid to workers, deployed as relievers or those deployed against indented strength.
- e) The Contractor shall abide by all laws and rules and regulations framed there under or any other statutory obligations which are in force from time to time in respect of personnel's deployed. The

contractor shall indemnify the Institute from any claims in this regard.

- f) The Guards / personnel's deployed by the Contractor shall not be below the age of 18 years and should have a valid contract of employment with the Contractor.
- g) The guards at the time of duty shall wear proper uniform and keep identity card, possess a torch (during night shift), a baton or fire arms (whenever prescribed), provided by the contractor and maintain decorum of good behavior at all times.
- h) The contractor shall ensure that the guards deployed by it are in disciplined and do not participate in any activity prejudicial to the interest of the Institute / Govt. of India / any State or any Union Territory. If it's found that any guards / personnel's are participating in any prejudicial activity, it shall be rendered immediately, no claim shall be maintainable against Institute against such removal.
- i) The guards deployed by the contractor in the Institute shall be render immediately, if the Institute considers such removal are necessary. In case of removal of such personnel, no claim shall be maintainable against the Institute.
- j) The Institute reserves the right to inspect, from time to time, duty, the uniforms worn by the security personnel's as well as their fitness to perform duty up to the satisfaction of the Institute. If the guards / personnel's are found absence from their duty place / or not wear the proper uniform at the time of duty, at the time of inspection, then penalty of Rs. 1000/- per personnel's per day shall be imposed.
- k) The Contractor shall make serious efforts to control and eliminate the cattle menace, which include not only dogs but also other animals like cows, buffaloes, snakes, pigs etc., from the campus premises.
- l) Institute will not provide any residential space for accommodation to contractor. The contractor has to make its own arrangement for the accommodation of the deployed staff. However a changing / duty room shall be provided by the Institute.
- m) All the assets and articles provided by the Institute shall be the property of the Institute and the contractor 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.
- n) The guards / personnel deployed by the contractor for the security of the Institute will be the employees of the contractor and the Institute shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the Institute and the personnel's deployed by the contractor shall have no right whatsoever to claim employment from the Institute.
- o) The Contractor 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 deployed in the security of the Institute by organizing suitable training programs for them on the routine basis.
- p) This training program may be included in their duty, like two hours in a week. It may include

various aspects of security, fire-fighting of a vital installation, major expected threats, and measures to curtail these threats, use of security equipment's, and use of fire arms to armed guards.

- q) Any payment, required to be made by the contractor to its guards / personnel's, in compliance with all the laws of the land, shall be the sole responsibility of contractor. This would include specific responsibility with regard to the provision of the Minimum Wages Act and rules and regulations which may be applicable in the instant case. The Institute will in no case be responsible for default, if any, in this regard.
- r) If any injury is caused to any worker by accident arising out of the in the course of his / her deployment, Contractor shall be responsible to pay compensation in accordance with the provision of Laws (as applicable). Institute shall not be subjected to own any responsibility under the provision of any such Act, Laws or Rules.
- s) The Health Center facilities shall be available to the personnel's only in respect of the injuries sustained by them in execution of the duties, which shall be restricted to the extent of primary health services only without any further encumbrances, monetary or otherwise. The Institute shall stand indemnified in respect of the treatment provided under such exigencies.
- t) The Contractor shall not appoint any sub-agency to carry out any obligations under the contract.
- u) The contractor shall have a proper system for inspecting the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
- v) The contractor shall have resources to assist 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.
- w) 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.
- x) The posts / couriers received at the main gate should be handed over to the concerned office immediately and proper records maintained and put-up to authorized representative of IIML-NC.

12. Penalty

- For Complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of security services a penalty of up to Rs.1000/- per day will be levied.
- For Unsatisfactory level of security services noticed during the inspection by Institute Officials, a penalty of up to Rs. 5000/- per day will be levied.

13. Arbitration:

In case of any dispute or difference arising out of or in connection with the tender conditions/ job order and Contract, the Institute and the Contractor will address the dispute/ difference for a mutual

resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Lucknow. The decision of the Arbitrator shall be final and binding on both the parties.

14. Jurisdiction:

The courts at Lucknow alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Lucknow court shall have jurisdiction in the matter.

15. Clarification:

The prospective tenderer requiring any clarification regarding the tender document are requested to contact administration section. The administration section will respond to any request for clarification, which is received not later than the 10 days before the last date of submission of Tender.

At any time prior to the deadline for 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 tender document by amendment.

The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, the Institute may, at its discretion extend the deadline for the submission of Tender.

16. Special Term & Conditions:

On 26th January and 15th August the contractor shall ensure that the guards/ personnel deployed are in proper uniform and the rehearsal of the parade has been done one day in advance and the security Supervisor / Officer will ensure that the arrangement for the flag hoisting in the Institute.

All the forms attached with the tender document with the details requested should be filled properly/ completely. The tenderer providing incomplete information will be straight away rejected.

Indian Institute of Management, Noida Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weight- age shall be given to several factors besides the commercial bid

TECHNO-FINANCIAL EVALUATION SCHEME

1) The technical evaluation will be for 70 marks and based on the following scheme.

Description	Marking Scheme	Max. Marks	Min. Marks required for Qualification
The firm quoting should have minimum five (5) years continuous experience in the field of providing such services	6 marks for 5 years of experience, and 2 mark for each additional year subject to a maximum of 10 marks.	10	6
The firm should have at least 02(two) contracts in large Industrial/ Educational Institute with annual value not less than Rupees 25 lakh each per annum.	6 marks for 2 (two) contracts of Rs. 25 lakhs each per annum 2 mark for each additional contracts to a maximum of 10 marks.	10	6
Minimum turn-over of 5 crore annually for the last 3 years	6 marks for minimum turn-over (5 crore each year for the last 3 years) and 2 mark for each additional 1 crore, subject to a maximum of 5 marks.	10	6
The contractor should have experience of similar jobs in Govt. Deptt. / PSUs for which documentation evidence will be furnished.	4 marks for a minimum two contracts in the last 3 years and 2 mark for each additional contract, subject to a maximum of 10 marks	10	4
Feedback from Clients (from 3 clients including present)	Very Good – 4 Marks, Good – 3 marks Satisfactory – 2 Marks, Fair – 1 Marks subject to maximum of 10 marks	10	4
Presentation to the technical committee and evaluation of the response by the technical committee and/ or site-visit to the current clients of the bidder.	Evaluation by Technical Committee.	20	10
Total		70	36

- 2) A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 36 in the technical evaluation in order to be technically qualified.
- 3) Only the Financial bids of technically qualified bidders will be opened.
- 4) The financial evaluation will be for 30 marks and will be only for the technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as $\text{Financial score} = 30 * (\text{lowest price bid}) / (\text{price bid of the bidder})$
- 5) The bidder with the highest total score (technical + Financial) will be declared as the successful bidder. In case of tie, the bidder having higher financial score will be declared successful.

Annexure - B

Format for Technical Bid (on letter head)

S. No.	Descriptions	Information to be filled by the tenderer (if required separate sheets may be enclosed)	
1.	Name and address of firm/agency with complete contact details		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and Address of the directors proprietor/partners with mob no.		
4.	Year of formation of the company / experience as a Labour supplier agency		
5.	Details of registration	R. No.	Copy enclosed : Y / N
6.	Total number of employees of the Firm	List enclosed : Y / N	
7.	Income tax return for the last three financial years (attach copies)	Copy enclosed : Y / N	
8.	Total turnover of the agency during last three financial years (attach copies)	Copy enclosed : Y / N	
9.	Details of registration with statutory authorities like EPF and ESIC, etc.(attach copies)	PF Registration No.	Copy enclosed : Y / N
		ESI Registration No.	Copy enclosed : Y / N
10.	(a) GST number/Certificate	No.	Copy enclosed : Y / N
	(b) PAN number	No.	Copy enclosed : Y / N
11.	PSARA Certification	Copy enclosed : Y / N	
12.	Details of Earnest Money	DD No.	Date:
13.	Any other information		

List of Major Clients, including Govt. Organizations/Academic Institutions.

S. No.	Name of Client with contact Details	Category/Nature of Workers supplied	Period for which supplied	No. of person supplied
1)				
2)				
3)				
4)				
5)				

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2017-18		Y / N
2.	2016-17		Y / N
3.	2015-16		Y / N

Please enclose documentary evidence for above facts, duly verified by the Chartered Accountant (CA).

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the Scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

Date:

Signature of the Contractor

Place:

Stamp

Official

Annexure – D

PROFORMA FOR FINANCIAL BID (on letter head)

NIT. No.: IIML-NC/PUR/Security Services /008/2018

Date of Tender: March 22, 2019

I / we have inspected the site and surrounding of the work as per the details given in Tender document and assessed the scope of works thoroughly and have also gone through the tender documents and understood the terms & conditions stipulated therein.

As per our assessment we are providing below the number of Security Guards required for round the clock duty along with the rates / wages (Central Minimum Wages Act) applicable and our service charges;

Sr. No.	Particulars	No. of Manpower	Rate/Wages (Per month per person)	Total (Per month) Rs.	Total Number of Shift
1	Security Guards- (Civilian)	29			
2	Security Supervisor (SS) (Ex- Service man)	2			
3	Gun Man Cum Supervisor (Ex- Service man)	1			
4	ESIC Amount				
5	EPF Amount				
6	Monthly Total				
7	Services Charges % (in Percentage) on the monthly reimbursement bill				
8	Total				
9	GST				
8	Grand total				
10	Amount : In words				

Note - 1: The rates quoted should be inclusive of GST, ESIC & EPF etc.

2: Any electronic equipment, gadget, deterring tool/weapon required for safe guarding/ monitoring / tracking may please be quoted separately in a sheet along with cost.

3: * **Presently 29 security guards (for all 3 shifts), 2 supervisors- Ex- Service Man (for 2 shifts) and one Gunman- Ex Service man (for night shift) is deployed to cover the areas mentioned in Page no. 7, Point No.9, Sub point No. b of the tender.**

Date:

Signature of the authorized signatory of the agency

Official seal/ stamp

Annexure –E

DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the
Tenderer)

I/ We Tenderer) hereby declare that the firm/ agency namely M/s. _____
_____ has not been blacklisted or debarred in the past by Union/ State Government or
organization from taking part in Government tenders in India and should not have any litigation in any
of the labour courts.

Or

I / We _____ (Tenderer) hereby declare that the Firm/ agency namely

M/s _____ was blacklisted or
debarred by Union / State Government or any Organization from taking part in Government tenders for a
period of _____ years w.e.f. _____ to _____. The period is over on
_____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected/
cancelled by Indian Institute of Management, Lucknow Noida Campus, and EMD/ performance security
shall be forfeited.

In addition to the above, Indian Institute of Management, Lucknow Noida Campus, will not be
responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address
