



भारतीय प्रौद्योगिकी संस्थान इंदौर
Indian Institute of Technology Indore
सिमरोल खंडवा रोड इंदौर भारत, पिन- 453552
Simrol Khandwa Road, Indore-453552

**E-TENDER MODE
FOR
COMPREHENSIVE SECURITY SERVICES FOR
IIT INDORE**

**Documents to be submitted online for
(Technical & Financial Bid as per Schedule of requirement)**

[Handwritten signature]



भारतीय प्रौद्योगिकी संस्थान इंदौर
सिमरोल खंडवा रोड इंदौर भारत, पिन- 453552
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552

Tel.: 0731-660 Ext: 3150/3369
Email: mms@iiti.ac.in

NOTICE INVITING TENDER (NIT)
FOR
COMPREHENSIVE SECURITY SERVICES FOR IIT INDORE

Online e- Tenders are invited for providing Comprehensive Security Services at IIT Indore Campus for Two year (extendable based on satisfactory performance) in two bid system. Interested agencies for Security Services shall have an annual turnover more than Rs. 10 Crores and have an experience of comprehensive security to an installation having minimum foot fall of 3000 persons. Similar experience in Academic Institutions of National importance would be preferred. Necessary documentary evidence in support of the claim of the firm shall be furnished such as satisfactory completion certificate issued/endorsed by the awarding institutes etc.

The Agency submitting the offer against this proposal should be able to deploy adequate number of guards and manpower for handling available technical gadgets and patrolling vehicles required for the safety and security of the institute premises.

Sl. No.	Description of Service	EMD
1.	Comprehensive Security Services	<p>Nil</p> <p>Pursuant to the Order No. F.9/4/2020-PPD dated 12th November 2020 of the Ministry Finance, Procurement Policy Division.</p> <p>No EMD/Security Deposit will be applicable upto 31/12/2021.</p> <p>NOTE: EMD not applicable, bidders have to submit signed 'Bid Security Declaration' accepting that if they withdraw or modify their bids during period of validity etc. they will be suspended for future requirement of IIT Indore</p>

Note:

1. Tender Documents with detail terms & conditions can be downloaded from our website: http://www.iiti.ac.in/tender_mms.php & <https://eprocure.gov.in/eprocure/app>
2. The pre-bid report is enclosed as a part of the tender document.
3. All the details/document pertaining to the NIT such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons. **For any issues related to tender please contact Material Management Section, Tel: +91-0731-660/3150/3369 Email: mms@iiti.ac.in**

In-Charge (MMS)
In-Charge
Material Management Section (MMS)
IIT INDORE

ONLINE BIDDING DOCUMENTS FOR PURCHASE OF GOODS**CONTENTS**

Chapter 1	Schedule of Tendering
Chapter 2	Instructions for Online Bid Submission
Chapter 3	Instruction to Bidder
Chapter 4	Instructions for Online Bidders
Chapter 5	General Terms & Conditions
Chapter 6	Technical Bid and list of documents to be uploaded along with the Annexure-I) : a) Bid Security Declaration Format-Appendix 'A' b) Acceptance Certificate-Appendix 'B' c) List of Current Clients-Appendix 'C' d) List of Major Clients-Appendix 'D' e) Letter of Consent- Appendix 'E'
Chapter 7	Price Bid
Chapter 8	Pre- Bid Query Form
Chapter 9	Performance Security Format

CHAPTER- 1

Schedule of Tendering:

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document online from CPPP	From July 15, 2021 https://eprocure.gov.in/eprocure/app & http://www.iiti.ac.in/tender_mms.php
02	Submission of Queries for Pre-bid meeting	July 22, 2021, 05:00 PM (IST) (Query Format attached as Appendix B)
03	Prebid Meeting (online)	July 23, 2021 11:00 AM(IST) Meeting link meet.google.com/xiz-hvpw-mvt (Joining in meeting would be allowed for the instant request also however prior intimation for joining in the pre-bid meeting, a mail may be dropped on mms@iiti.ac.in)
05	Prebid Report publish on CPPP	July 30, 2021
04	Bid Submission Start Date	August 02, 2021
05	Last date & Time of Submission of Bids Online (Technical and Price Bid)	August 17, 2021 upto 03.00 PM(IST) Please refer tender Terms at IITI
06	Opening of Technical Bids Online	August 18, 2021 at 03.30 PM, (IST) Please refer tender Terms at IITI
07	Bid Security/ Earnest Money Deposit (EMD) Amount	"NIL" Note: EMD waived off up to 31.12.2021 as per Govt. of India order (ref O.M. No. F.9/4/2020-PPD dated 12.11.2020)
08	Security Deposit	For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit Rs. 30,00,000.00 (Rupees Thirty Lakhs Only) as Security Deposit which will be free of interest, immediately after commencement of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalized Banks or SBI or from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues if any to the IITI from the Contractor (Refer Chapter-9 for PBG format)
09	All the communications with respect to the tender shall be addressed to:	In-Charge (MMS), IIT Indore, Fourth Floor, Abhinandan Building, Khandwa Road, Simrol, Indore- 453552 Tel.: 0731-660 Ext. 3150/3369, Email: mms@iiti.ac.in
10	Contract Period	Initially 01year from the date of issue of work-order (Subject to further extension as per tender terms)
11	Schedule of Price Bid Opening	Schedule for opening of Price Bids will be notified via CPPP only to the bidders qualifying the Technical Bid evaluation.
12	Submission of Bid Online	https://eprocure.gov.in/eprocure/app
13	For assistance If any	CPP Portal website: www.eprocure.gov.in CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

CHAPTER- 2

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
5. IIT reserves the right to reject any tender/bid wholly or partly without assigning any reason.
6. The Technical Committee constituted by IIT shall have the right to verify the particulars furnished by the bidder independently.
7. Tenderer shall take into account all costs including expenses on Salary, EPF, ESIC, Group Insurance, and transfer of hired manpower to site/IIT Indore. In this regard no claim for any extra payment for any reason shall be entertained.
8. The hired manpower will be employed at IIT Indore, Khandwa Road, Simrol, Indore and the agency shall be responsible for any accident/incident with their manpower during the transit of their personnel.
9. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
11. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
12. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IIT reserves the right to accept or reject any or all the tenders.
13. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link:-
<http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

In-Charge (MMS)

CHAPTER- 3

INSTRUCTIONS TO BIDDER (ITB)

Institute is proposing to outsource approximately 93 security personnel from security Agency to provide security cover to IIT Indore Campus.

1. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from IITI Website www.iiti.ac.in. Tender documents are in 2 (two) parts viz.,

- a) **Part I (Technical Bid)**
- b) **Part II (Price Bid).**

Please go through the following carefully before submitting the bid/tender:

1. Part-I Technical Bid

- a. Essential pre-qualification criteria as PART- I
- b. Desirable pre-qualification criteria as PART- I
- c. Bid Security Declaration Format-Appendix 'A'
- d. Acceptance Certificate-Appendix 'B'
- e. List of Current Clients-Appendix 'C'
- f. List of Major Clients-Appendix 'D'
- g. Letter of Consent- Appendix 'E'

2. Part-II Price bid

- a. The Price Bid should be uploaded in the BOQ as per the format and Break-up details of the payable wages should be uploaded as supporting sheet provided in the format at Appendix -1 **Offers without the Break-up will not be considered even if they pre-qualify based on technical bid.**
 - b. Bid Security declaration should be attached with the **Technical Bid Only.**
 - c. The tenderer should quote in figures as well as in words the rate and amount tendered by them in the Price bid.
- 3. When the tenderer signs a tender in Indian language, the total amount tendered should also be written in the same language.
 - 4. The tenders should be submitted duly completed bid in the prescribed format only i.e. the technical bid along with its attachments and the Price Bid along with its attachment should be separately uploaded in the specified link for uploading, **disclosure of price bid with technical bid shall disqualify the bidder for the process of tender.**
 - 5. The Technical Committee will scrutinize the Bids submitted on all Techno-commercial parameters and can inspect the establishment(s) concerned or otherwise for assessing the suitability and recommend for Price Bid. The time and date of opening of Price Bids shall be intimated later.
 - 6. Conditional, Incomplete tenders, Tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected. In such cases, the penalty/restriction as mentioned in the Bid Security Undertaking shall be imposed.
 - 7. The tender is not transferable under any circumstances.
 - 8. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
 - 9. IIT Indore reserves the right to accept or reject the part or full offer or whole tender without assigning any reason(s) thereof.
 - 10. Institute reserves the right to increase or decrease the number of security personnel depending upon the requirement.
 - 11. Institute reserves the right to engage more than one security Agency within the campus for different buildings, areas and separate Agency to handle the security gadgets available and proposed to be acquired in the Institute whether on outright purchase or on OPEX model.
 - 12. **Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in this notification will be opened.

13. The tenderer should read the 'General Terms and Conditions' of the IITI annexed hereto and give their acceptance. The tenderer is advised to visit the IITI on any working day between 10:00 hrs and 17:00 hrs to assess the nature and quantum of work before tendering.
14. The requisite manpower proposed to be deployed by the Company /Agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person, equipment, consumables in the Institute the Company/Agency shall take prior approval of the Institute. **The company/ agency should submit acceptance certificate along with their bid.** In case any document produced in support of eligibility criteria turns out to be not genuine, whether before award of work or otherwise.
15. Conditional, incomplete tenders, tender in any form other than the prescribed form issued by IIT INDORE or bids received in any mode other than the mode of submission prescribed will be rejected.
16. The tender is not transferable under any circumstances.
17. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
18. **Evaluation of tender:** In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts of higher values.
19. IITI reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not bind himself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.iiti.ac.in.
20. Failure to fulfill any of the conditions laid down renders the tender invalid.

PART – I (TECHNICAL DETAILS)

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

- A)** The tenderer should be a registered contractor having all valid license under 'The Contract Labour (Regulation and Abolition) Act', and should furnish the proof of relevant experience i.e. providing requisite services in educational institution of repute, Govt., PSU, or R&D organization like IITs, IIMs, IISER, Universities etc. having footfall of 3000 persons and above.
- B) Experience:** The tenderer should have experience of having executed/completed similar works during the last 5 (five) years commencing on 01.04.2015 and ending on 31.03.2020 in educational institution of repute, Govt., PSU, R&D organization as stated above.

Note: Experience prior to 01.04.2015 and later than 31.03.2020 will not be considered as experience. **"Similar work" means 'Comprehensive Security Services.**

The tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.

Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.

- C)** All pages of the tender document should be duly signed & sealed by the tenderer and the document should be submitted in sealed condition.
- D)** The tenderer shall submit the information sought in the format enclosed as **Annexure "I"** as part of technical bid along with the General Terms & conditions (duly signed).
- E)** The persons deployed for work should not be involved in any police case or any case should be pending against them. Police Verification certificate & Medical Certificate for the persons deployed for work to be submitted.
- F)** The workers must be provided with uniform (and where required standard shoes and other materials.) by the contractor.
- G)** If in the opinion of IITI authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced within 24 hrs.
- H)** All the copies of mandatory documents, except affidavits mentioned in e) and f) above, submitted by the tenderer should be attested. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.

CHAPTER - 4

INSTRUCTIONS FOR ONLINE BIDDERS

The bidders are required to submit soft copies of their bids electronically on CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.

- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>

Online Bid Form

The bidder shall complete the online bid form and the appropriate price schedule furnished in the online bidding documents, indicating, inter alia for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

Online Bid prices

The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the online bids for any one or more schedule specified in the "Schedule of Requirement" and to offer discounts for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

Period of validity of Online bids: Online Bids shall remain valid for acceptance for 180 days after the date of bid submission.

Note – Non-compliance of the above may disqualify your offer for consideration.

In-Charge (MMS)



In-Charge
Material Management Section (MMS)
IIT INDORE

Chapter-5

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

1. and **SECURITY AGENCIES not meeting essential pre-qualification criteria/conditions for eligibility need not apply.**
2. The TENDER received without Bid Security Declaration will be rejected summarily.
3. The TENDER should be submitted in online mode as per details mentioned in relevant chapters of the tender.
4. The general terms condition of this tender includes the Scope of work as per Section A & B, the security agency's responsibilities and warranties, the security agency's covenants, payment, termination, post termination responsibility of the agency, Non-exclusive and Arbitration clauses.
5. The TENDER is not transferable under any circumstances.
6. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the bids invalid and the firm is liable to be blacklisted.
7. IITI reserves the right to call for power-point presentations about the company in general and for emphasis on the security of the IITI campus in particular (not more than 20 mins) and for techno-commercial/price negotiations. The company should depute competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.
8. IITI does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
9. Telegraphic, conditional or incomplete TENDER will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
10. IIT INDORE reserves the right to accept or reject any or part of TENDER without assigning any reason thereof, and the decision of IIT INDORE in this respect shall be final and binding on all parties.
11. For any dispute, the place of jurisdiction shall be Indore, India only.
12. In the event of the Security Deposit falling short of the aforesaid amount due to recover/adjustment of the losses suffered by the Institute during the currency of the Contract, the Contractor shall deposit/pay such amount by which the Security Deposit falls short immediately on demand or the same may be recovered from the Contractor's pending Bills with the institute. No claim shall be made against the IIT, Indore in respect of interest, if any due on the security deposit or depreciation in value.

1. **The contract will be awarded for a period of one year initially, which can be extended for further period on satisfactory performance of the initial period of the contract.** IITI may renew/ extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
2. In case the contractor fails in fulfilling the obligations fully and in time, IITI shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute shall have right to impose penalty of not less than 1% of the total order value (including all taxes), commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
3. The contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IITI from any claims in this regard.
4. **The Contractor will be required to post requisite trained & skilled manpower as may be needed to supervise and guide the workers, skilled, semiskilled as well as unskilled for proper execution of the work as per directions of the Officer-in-charge, Security Section of the Institute to administer the contract satisfactorily.**
5. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
6. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ work order as a whole may be terminated, and Security deposit forfeited. The Contractor will have no claims what so ever on the IITI.
7. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the IITI and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work within the Institute.
8. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IITI from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify IITI against all claims in this regard.
9. Any liability arising on IITI shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the workers of the contractor by the IITI.
10. IITI through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.
11. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Institute) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

12. In the event of the contractor to execute the work under contract in whole or in part an alternative arrangement will be made by the IITI totally at the cost & risk of contractor besides any suitable fine /penalty as mentioned in Para 8 of General Instructions.
13. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the IITI or its Staff Members/Students/Visitors by the contractor or his workers.
14. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by IITI authority. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The IITI will not have any responsibility with regard to staff on the role of the contractor what so ever.
15. The IITI reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of three months, if he wishes to terminate the contract.
16. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Officer, IITI or any other officer nominated by the IITI for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator would be governed by the provision of the Arbitration Act 1996.
17. The services of employees of Contractor should be made available on all days on six-day week basis irrespective of holidays and on Sundays, if required. Institute may change the working pattern with consent of contractor if required.
18. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the designated officer of IITI. Any changes should be informed immediately.
19. The personnel engaged by the contractor should have qualification and experience as mention by the institute from post to post.
20. The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
21. The contractor should not be employee of IITI, Central or State Government, Autonomous Body, R&D Labs, IITI, IISER or PSU. He should submit a declaration to this effect.
22. That payment on account of enhancement/ escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and service tax levied by the appropriate Govt. (Central/State) from time to time shall be payable by the IITI to the contractor. No escalation of percentage of Contractor's Service Charges and/or cost of materials shall be admissible during the term of the contract.

SCOPE OF WORK

Section- A

The Agency should provide "complete" Safety and Security Services to the Institute, its employees and students as well as all the property belonging to the Institute. They are expected to use the modern technology of Surveillance and rapid action teams to provide the same.

Here is an indicative list (but not exhaustive) of services required from the Agency:-

1. Safety of everyone and everything belonging to IIT Indore.
2. Monitor, maintain perform security measure and use surveillance to prevent many possible mishaps.
3. Prevent loss of Institute properties and personnel inside the Institute campus.
4. Take proactive actions against mis-doers.
5. Enforce law and order as well as traffic rules within campus. Please note that additional steps required to be taken from time to time as directed by higher officials of IIT Indore to regulate traffic and parking of vehicles in designated areas of the Institute and also at the entry/exit gates.
6. Maintain the privacy & confidentiality of the surveillance and other data.
7. Access control and RFID should be enforced all time at entry/exit of gates and doors of Campus/Building/Rooms. Prevent unauthorized entry in areas/offices in the Institute, prevent misuse of IIT grounds and facilities by unauthorized personnel, prevent trespass, unauthorized parking, unauthorized construction, squatting in the Institute Campus, prevent vandalism, breaking of twigs/ trees throwing of garbage / littering.
8. Cleanliness of Campus as a whole and it's building/rooms/services in particular & timely reporting of violations to supervisors.
9. The Agency should advise the Institute on matters of Safety and Security.
10. Deploy adequate number of security guards, technical staff for securing the campus, maintenance & operation of Surveillance gadgets/software and drivers for patrol vehicle
11. Deployment of the security personnel would be in consultation with the Safety and Security committee of the Institute. The Agency will produce the individuals before committee of the Institute for approval before deployment on duty at the Institute.
12. Manning of main gates, academic areas, activities area, Hostels, Guest Houses, Play grounds, Community Centers, Commercial Centers, Hospital, Lawns, Parking Lots and any other areas as specified by the Institute.
13. The responsibility to post guard/security gadgets for Outsourced agencies like Bank, ATM, Cafeteria and other facilities having M.O.U. with the Institute and located within the campus of the Institute will lie with such agencies. However, the security Agency of IIT Indore is required to co-ordinate with those agencies and shall be liable to keep security overview of these establishments and offer support at the time of any emergency/hostile activity.
14. Protection of property/cash/documents of Institute against burglary (where loss is due to entry after breaking the any entry lock/ door/window/grill).
15. Protection of cash and documents, when so specified in transit.
16. The Agency should make use the dedicated Local Area Network within the buildings and high-speed connectivity (OFC or Wi-Fi) for seamless security network within various buildings/structures of the

Institute. The Agency should be able to establish Intruders Alarms, Access Control system in each room of the office/lab and in each hostel unit.

17. The Agency should be capable to man Operational Command Centre at all the times with appropriate technically trained manpower. They should also provide prompt and proactive feedback to their staff deployed in the field/at the security help desk for immediate action on any security threat like unauthorized access to any building/room etc.
18. The Agency contesting for the tender are expected to visit the Campus of the institute and have detailed study of the existing arrangement of the security arrangement and their recommendations for security model with full details of gadgetry and manpower required. For such surveys, prior intimation shall be provided to CSO/Registrar.
19. The Agency should ensure that the manpower proposed to be deployed at IITI Campus should be able to efficiently operate the wireless equipment, CCTV. The requirement of wireless sets will be reviewed by the Institute on the recommendations of the Agency. Agency should be able to integrate and operate the current equipment with the manpower they deploy at the Institute for effective security.
20. The employees of the Agency shall ensure cleanliness in their area of deployment. The nearest guard shall be held responsible for any garbage found in the area of the institute and suitable fine shall be imposed on the security Agency for such misconduct by the guard of the Agency.
21. Guards should appear fresh in uniform their turnout should be of high order and befitting for repute of the Institute.
22. The Agency should carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training every 03 months during the period of the contract.
23. Prevent loss on account of lapse in "access control measures" at Gates of the Institute.
24. The security Agency would be responsible for Fire Fighting and Disaster Management operations in the Campus of the Institute. Towards the preparedness, atleast once every quarter periodical Mock exercise should be conducted on fire emergencies, Security exercises, Disaster Management, Hazardous Chemical spill, explosive chemical spill etc., tackle unruly mob, handling of wild animals.
25. Prevent defacing/damage to Institute property. buildings, etc. (prevent Graffiti/ poster pasting etc.)
26. Prevent entry of animals into the campus and removal of stray/wild animals from campus of the Institute.
27. Conduct security audits/surveys/investigations/consultancies every quarter or as per requirements of the institute.
28. Inspection of Institutes' area in each shift should be conducted by the shift in-charge Supervisor. All Inspection reports shall be recorded, the records should be put up to C.S.O. for his remarks.
29. Ensure safety of students, faculty and staff of the institute while they are on campus.
30. Report any unsafe condition and unsafe action within the campus.
31. Report any incident involving persons and property of the institute and contractors performing work at the campus to the appropriate Institute Authority.
32. Provide security for specific functions like Convocation, Academic and Cultural program like FLUXUS, IAC, Sports and visit of any dignitary to the Institute.
33. Standard Operating Procedures (SOPs) for each safety and security activity should be prepared by the Agency and approved by the Institute, which may be modified from time to time in consultation with the

Institute. The firm being awarded the tender shall have to submit such SOP within one month of deployment, failing which it shall be construed as violation of terms of contract and suitable fine would be levied on the firm by the Institute.

34. The Agency should have an insurance cover from Insurance Agency for public liabilities and thefts.
35. The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.
36. The Agency through its employees should carry out any other job assigned by the Institute Authorities in interest of Security of Institute.
37. Maintain online deployment report of the staff and incidence log book.
38. Confidentiality of CCTV recordings and storage policy to be maintained with consultation with CSO and Safety & Security Convener/Committee
39. Agency should work closely with Safety Security Committee of Indian Institute of Technology Indore and deploy one dedicated Manager for the same at IITI.

Section- B

1. **The Security Agency will detail security personnel to work in three shifts of eight hours' duration every day. The timings of the shifts will be as under:**
 - (a) 'A' Shift – 0600 hrs to 1400 hrs
 - (b) 'B' Shift – 1400 hrs to 2200 hrs
 - (c) 'C' Shift – 2200 hrs to 0600 hrs (next day)
 - (d) 'General Shift' – 0900 hrs to 1730 hrs
- 1.1. **The Security personnel should possess the minimum educational qualification, physical standards in accordance with the norms of the security Agency. Minimum standards of the norms of Central Government should also be followed.**
- 1.2. **In addition to the security guards, Security Supervisors (Shift In-Charges) will be deployed as per the requirement. They should be smart and efficient in command and control of the troop deployed. They should possess minimum educational qualification of bachelor's degree and have reasonable experience in the security of civilian and not below the rank of JCO in case of Ex-servicemen.**
- 1.3. **Apart from Security Supervisor, the agency should deploy a Senior Supervisor who should do the following:**
 - a. Maintain the daily records of the unit such as Nominal rolls, daily duty, attendance, preview and grant leave to the employees of the security Agency,
 - b. Maintain the discipline of the personnel deployed at the Institute.
 - c. Conduct and supervise regular drill including fire and other operations of emergency.
 - d. Attend the site of occurrence of any untoward incident/emergency call,
 - e. Submit an incident report to CSO or his deputy in case of any incident.
 - f. Liaise with the local police as and when required.
 - g. Any other work assigned by CSO.
- 1.4. **The Security Supervisors would be paid 33% more than the wages of security guards and Senior Security Supervisor will be paid 10% more than the wage of the Security Supervisors.**
- 1.5. **The manpower proposed to be deployed by the Agency shall be subject to screening by the Institute, to ascertain their suitability and skills.**
- 1.6. **Institute reserves the right to remove any person deployed by the Agency from its site without assigning any reason/notice.**

- 1.7. Duration of the contract shall be 02 (Two) years from the date of award subject to appraisal and review by the Institute authorities. In case, the performance is not found to be satisfactory, the contract shall be terminated by the Institute by giving notice of 30 days within FIRST THREE MONTHS of initial deployment. However, the contract can also be terminated by giving a written notice of 60 days by either side without assigning any reason. A record of every lapse small or big will be maintained by the Institute Authorities & a monthly meeting of the representative of the Institute i.e. Chief Security Officer / Security Officer will be held with the representative of the security Agency. Minutes of the same will be recorded for compliance. A half-yearly meeting with the senior level officer(s) of the Agency will be held for follow-ups.
- 1.8. No employee of the Agency shall work for more than 26 days in a calendar month or as specified by the Labour Laws.

2. The Security Agency's Responsibilities and Warranties

The agency hereby represents warrants and confirms to IITI that:

- 2.1 It has full capacity, power and authority to enter into an Agreement; and during the continuance of this Agreement, will continue to have full capacity, power and authority to carry out and perform all its duties and obligations as contemplated herein and has already taken and will continue to take all necessary and further actions, (including where applicable without limitation obtaining of all Governmental and other necessary approvals/consents/licenses in all applicable jurisdictions) and to authorise the execution, delivery and performance of this Agreement.
- 2.2 It has the necessary skills, knowledge, experience, expertise required capital net worth, adequate and competent staff, systems, equipment and procedures and capability to duly perform its obligations in accordance with the terms of the Agreement and to the satisfaction of IIT Indore, provided however that IITI's judgment as regards the quality and skills of the Agency and its facility staff, shall be final and binding on the Agency.
- 2.3 The execution of the Agreement and providing services hereunder by the Agency to the Institute does not and will not violate, breach any covenants, stipulations or conditions of any Agreement, Deed entered by the Agency with any third party(ies).
- 2.4 No security guard who has performed duty during night shift will be permitted to perform duty immediately in the following day-shift of the next day. Continuous duty of more than 8 hours/double duty is not allowed except in special cases for which prior approval is required to be obtained from the Institute authorities and such guards would be paid overtime/honorarium as per rules.
- 2.5 Agency shall abide by all laws of the land including Labour Laws (ESI, PF, Bonus, Income Tax or any other extra taxes levied by the Government) Companies Act, Tax deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be exclusive responsibility of the Agency, and it shall not involve the Institute in any way what-so-ever.

3. The Security Agency's Covenants

- 3.1 The Security Agency will issue detailed working instruction to their Supervisory staff and security guards which will be approved by IIT Indore.
- 3.2 The Agency shall provide the details of staff proposed to be deployed viz. name, father's name, DOB, residential address, permanent address, Telephone number, Bank account details, recent passport size photograph etc. such list would be updated by the Agency regularly on monthly basis. in form of a data base.

- 3.3** The Agency will be required to provide local police verification certificate within 15 days of deployment in the Institute. Fresh verification record should be furnished for any new Staff deployed at IIT either directly or as replacement.
- 3.4** The number of security guards can increase or decrease as per the Institutes' requirement from time to time.
- 3.5** The Agency shall conduct regular medical checkup, annual physical test and Police verification for antecedents of each and every of their employee deployed at the Institute within one month of deployment.
- 3.6** The Agency shall apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to CSO/Administration department within 30 days from the date of issue of award of contract.
- 3.7** The Agency shall have standard procedure of recruitment and training. No additional expenditure towards any overhead such as enrollment charge, registration fee is allowed to be recovered from the guards/employees at any point of time (from guards who are engaged through other agencies and selected for the future deployment by the Agency or from the fresh appointments). The Agency will provide a copy of Training Manual for inspection to IIT authorities.
- 3.8** Roll call of all shifts will be conducted in the Security Control room at various location of the Institute, under the supervision of Shift In-Charge. Roll call will be made at least 20 minutes before commencement of the shift. Security guards will be checked for their proper turnout, shave and haircut.
- 3.9** If any Security Guard is found not alert or away from his duty post without valid reason, then that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted into man hours/man days at the end of the month and will be reflected as disallowance in the monthly bill.
- 3.10** In the event of any misdemeanor like sleeping during duty under the influence of liquor/drugs or indecent or insolent behavior by any Security Guard or Supervisory Staff, such personnel will be removed from duty immediately and shall not be detailed in the Institute in future. This condition will also apply to those personnel found abetting with another person in any sorts of misdeeds.
- 3.11** Off duty personnel will not be allowed to visit any duty posts.
- 3.12** The right to decrease/increase the strength of personnel posted at any time rests with IIT Indore. The Agency will provide decrease/increase manpower within 24 hours of such requirement. In case of increase in number of guards, the Agency will arrange for endorsement on the labour license for the total strength being deployed at IIT within two weeks of such increase.
- 3.13** The following documents will be maintained by the Supervisory Staff of the Agency:
- Daily Attendance Register
 - Guard Checking Register
 - Daily Orders Register
 - Occurrence Register
 - Roll Call Register
 - Beat Book

Note: The Stationary for the above documentation will be provided by IIT. These documents will be put up to the Chief Security Officer or any other designated official of IIT as and when required by the Institute.

- 3.14** Uniforms, Gum Boots, torches, Whistles, Lathies, Raincoats, Name Plates for Agency staff will be provided by the Agency **FREE OF COST TO THE INDIVIDUALS**. Uniform will not be of Khaki, Olive

Green or Disrupted pattern or any other pattern of any government forces. The Institute shall not allow any employee of the Agency to work inside the institute without uniform except in cases wherein especially asked for. The Agency shall issue Identity Card to each employee who will display the same on his uniform while on duty.

- 3.15 Uniform and other accessories** as furnished below will be provided by the Security Agency to the guards at the time of joining and subsequently every year. The Agency is allowed to display their logo however, the logo of IITI should be prominently visible: -

Particular	Nos.	Life Period
Light Blue Shirt full sleeves and Navy Blue Trouser	2 sets each to individual guard	1 year
Salwar Suit of light Blue Colour	2 sets each to lady Guard	1 year
Black Shoe	1 pair each to individual guard	1 year
Black Socks	2 pairs each to individual guard	1 year
Monkey cap / Commando cap	1 No. each to individual guard	1 year
Beret Cap for Supervisor	1 No. each to individual guard	1 year
Belt (multipurpose) with steel buckles with all attachments for holding torch, acrylic lathi and other equipment, with all safety/security equipment.	1 No. each to individual guard	1 year
Rain coat (Water Proof lining)	1 No. each to individual guard	1 year
Jacket for winters	1 No. each to individual guard	1 year
Wooden Baton	1 Nos. each to individual guard	1 year

(Agency may have a common rain coat and winter jacket, but the quality of such item should of very high quality and commensurate with the decorum of the Institute)

- 3.16** The agency will provide all the essential COVID or any other epidemic/pandemic related protections items to their personnel deployed at the Institute including surgical masks, hand gloves, face shield and full PPE kits wherever required during their duty deployment. Other consumables like Sanitizers and liquid hand wash etc. are being provided by the Institute at various places on the campus.
- 3.17** The Shift In-Charge posted will take frequent round of all posts during their tenure of duty. Instructions for the round will be taken in person from the Duty Officer/CSO. They will report to the Duty Officer/CSO if there is anything to report or otherwise maintain a log of these reports in the Occurrence Register every two hours and put up to the Duty Officer/CSO at regular intervals.
- 3.18** The Agency and its staff shall take appropriate steps and precautions to preserve the Institute's property from loss, destruction, waste and misuse.

- 3.19** The liabilities up to Rs.1,00,000/- (Rupees One Lakh) will be met by the Agency, for liabilities more than Rs. 1,00,000-(Rupees One Lakh) Agency may make good such a loss through an insurance cover, which would specifically enable payment of compensation to IIT Indore for the losses suffered due to negligence or poor performance by the Agency and the compensation will be as per Insurance rules. Alternatively, it should be covered by the Agency itself.
- 3.20** The Agency shall furnish a Performance Security in the form of bank guarantee/ deposit of **Rs.30,00,000/-(Rupees Thirty Lakhs only)**. This Performance Security will be liquidated and forfeited in case the Agency terminates the contract during the middle of contract period/discontinue their service without prior notice/any loss is incurred to the Institute property for reasons attributable to the Agency.
- 3.21** In case of any loss/damage caused, not due to natural calamities or an act of GOD, to the property (properties) of the Institute, where the complicity or laxity of the Security Personnel of the Security Agency is suspected, after lodging FIR, Safety & Security Committee of the Institute will ascertain the quantum of compensation and fine as deemed fit to be paid by the Security Agency. The decision of the Safety & Security Committee will be final.
- 3.22** It shall be binding on the Security Agency and their staff that, no information on any drawings, samples, prototypes, products, equipment or knowledge belonging to the Institute will be divulged to any party private or public. Such activities will attract immediate termination of this engagement with appropriate compensation to IIT Indore.
- 3.23** The deployment should be as per the condition prevailing within and around the Institute campus, the essential posts should invariably be covered after consultation with CSO. The total number of duties in a day will not be more than the maximum number of the approved personnel in a day and the total expenditure on account of the deployment is to the best advantage of the Institute.
- 3.24** **Leave Relief:** The Agency shall provide suitable relief in case any personnel is proceeding on leave. In no circumstance, any designated post should be left vacant owing to leave/absence. In case of any absence the Agency shall be penalized by imposing a fine of Rs. 500/- per Guard/supervisor per day, if the absence is not filled.
- 3.25** None of the employees of the Agency shall enter into any kind of private work at different locations of the Institute during working hours or otherwise, failing which, penalty as stipulated in above clause (3.22) shall be imposed. The employees should not be put in different shifts at other locations and also they should not be employed by other agencies.
- 3.26** The Security Agency shall be solely responsible for all acts of commission and/or omission on the part of their security personnel posted at IIT Indore.
- 3.27** The Security Agency shall immediately notify IITI in writing of the occurrence of any event which may result in or which may give reason to believe that there may be work stoppage, slowdown, labour dispute, strike, any labour related disruption of its own staff impediment or disruption in the due performance of the obligations of the Agency under this Agreement. The Agency also agrees that in the event of any such work stoppage, slowdown, labour dispute, strike, disruption or impediment continues for a period exceeding 24 hours, then, notwithstanding what is contained in this Agreement; IITI may at its sole discretion to terminate this Agreement forthwith.
- 3.28** The Agency shall provide trained manpower and conduct training as mentioned below:
- The Agency shall undertake at its own expense in consultation with the Institute safety and Security procedures by continuous upgradation by organizing periodical training.
 - The Agency shall also provide a tentative schedule /plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Agency.
 - The Agency will also include the training and enhancing skills of permanent security staff of Institute in consultation with the Officer(s) of the Institute at no additional expense to the Institute.

iv) The Institute agrees to provide Space/Lecture Hall for such training Program. The manpower supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Institute.

3.29 The Agency should be competent enough and qualified to undertake firefighting operations as and when required. The Staff selected for deployment will compulsorily undergo ON-SITE Training in a month under Agency's arrangements and expense.

3.30 The personnel deployed should possess high integrity and confidence. A copy of the antecedents' verification certificate issued by the police should be submitted to the Chief Security Officer/Registrar, IIT Indore by the Agency.

3.31 The Security Agency shall be responsible and liable for and shall indemnify IITI and keep IITI indemnified and safe and harmless at all times, against: -

a) Any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against or caused to or suffered by IITI directly or indirectly by reason(s) of:-

any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, misfeasance, bad faith, disregard of its duties and obligations hereunder, service, act or omission of or by the Agency and/or any of its Staff, and/or any theft, robbery, fraud or other wrongful act or omission by the Agency and/or any of its Staff.

3.32 The Agency shall not appoint any Sub-Agency / Agency to carry out any of the obligations under the contract.

3.33 The Agency shall take day to day instructions from the Chief Security Officer/his Deputy or any other officer performing duties of CSO In-Charge of the Institute in absence of CSO.

3.34 The Agency shall be responsible for all injuries and accidents to persons employed by it. It will also cover its personnel for personal accident whilst performing the duty.

3.35 The Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the Chief Security Officer or any other officer designated by IIT Indore. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.

3.36 That no right, much less a legal right shall vest in the Agency's workers to claim/have employment or otherwise seek absorption in the Institute nor the Agency's workers shall have any right what so ever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency and this should be solely the responsibility of the Agency to make it clear to their workers before deputing on work at the Institute.

3.37 IIT Indore premises is NO SMOKING ZONE, no security staff of the Agency should be found smoking, eating Pan, Gutka or Intoxicants/drugs etc.

3.38 The scope of work, description and the terms and conditions maintained herein above are only indicative and not exhaustive and the Agency shall meet any other requirements of IIT Indore from time to time, relating to the Security of the Institute.

4. Payment

4.1 Monthly payment will be paid by the IIT Indore for the deployment of Security Personnel as per actuals in accordance with the agreement.

4.2 Payment of bills for services rendered will be on reimbursement basis of monthly payment cycle. After payment of salary, the bills shall be supported with the following documents: -

a. Bill on Agency letter-head giving details of total number of personnel engaged, number of Man days and cumulative total.

- b. Amount shall be claimed along with details of payment made to the staff engaged for the previous month (copy of the Attendance Particulars to be attached) on reimbursement basis.
- c. Certificate to the effect that "Conditions of Minimum Wages Act and other Statutes on the subject have been complied with". The amount of first bill will be paid in full on the proof of disbursement of wages to the security personnel. In subsequent months the proof indicating the reference of all beneficiaries of remittance to ESI and EPF department would be submitted by the Agency. In case there is any discrepancy in the remittance of these amounts, the amount would be deducted from the following month's billing and kept on hold till the Agency submits the valid proof of deposit of such amounts.
- d. The amount of EPF and GST will be deposited by the Agency separately for their employees deputed at IIT Indore. Copies of the challans and ECR towards remittance of EPF, ESIC shall be enclosed with the bill of next month.
- e. The Agency will ensure that all security personnel should possess bank account in a national bank and their salaries are remitted to their account.
- f. Income Tax will be recoverable from the Agency's monthly bill as per rules.

The payment activity dates will be observed as per details below:

SR. NO	ACTIVITY	BY WHO	TURNAROUND TIME
01.	Submission of Attendance to IIT, Indore	Agency	By 2 nd of every month for previous month
02.	Verification of Attendance	IITI	By 5 th of every month
03.	Salary Disbursal	Agency	Salary should be remitted to individual's bank account on 7 th of every month (one day before in case 7 th is falling on a holiday).
04.	Submission of Invoice to IIT Indore	Agency	Within 3 working days of the following month
05.	Release of Payment	IITI	By 10 working days of receipt of Bill, proof of disbursement of wages.

NOTE: -

1. The Agency must comply the provisions of the Minimum Wage Act in disbursement of Wage payment to its Security Guards and DGR rate in respect of Ex-Servicemen staff and deposition of Statutory charges such as EPF and ESI to the concerned Agencies.
2. Delay beyond the date in accordance with payment activity or any discrepancies in disbursement of salary will be viewed seriously and Penal interest @ 1 % Per Day on the Total amount of the bill payable to security Agency will be charged by the Principal Employer i.e., IIT Indore.
3. 1.5 day leave per complete month is admissible to individual on prorata basis for which encashment would be paid half yearly.

The contractor will submit wage bill as per format and details/table given at Appendix 'A' at page 29 of this tender document. The contractor will keep the following instructions in view while submitting the monthly wage bill(s):

- I. *A spare/attested copy of bank scroll/bank challan as a proof of depositing EPF/ESI etc. to the concerned Department along with list of security personnel in respect of whom the amount has been deposited will be submitted to this Institute with the bill of wages for the next month.*
 - II. *Deduction Schedule showing details of deductions of EPF/ESI of each personnel should be tallied with the wage bill.*
 - III. *The Agency will certify on the bill that the monthly wage bill of all personnel deployed by him in this Institute is complete and no person has been left and no supplementary bill will be submitted thereafter.*
 - IV. *No person(s) has/have been engaged on contract basis in this Institute without the prior approval of CSO or any other officer authorized by the Institute in this behalf.*
- 4.3 The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by the Central Government per month plus allowances. The payment should be made by RTGS/NEFT/bank transfer and a record will be required to be put up to the Dy. Registrar/Chief Security Officer or his deputy soon after the salary is credited. Such record may be examined by the authorities of the Institute at any time.
- 4.4 In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute either in writing or verbally regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. Repetition of such incident would invite 1% penal charge on the amount due per month (less than 30 days period will be treated as a month).
- 4.5 Rate Revisions: During the currency of contract, in case, the Government of India increases service tax from the present, the same will be admissible. No increase in amount other than the statutory taxes in the present rate will be considered under any circumstances. EPF, ESI and the minimum wages, revision if any will be allowed as per the orders of Government. The onus for producing the copy of notification of Central Government for minimum wages and DGR Rates will be of the Agency.
- 4.6 The final payment of the Agency will be cleared by the Institute only after obtaining clearance of any liabilities pending with the Agency.
- 4.7 IITI shall be entitled to set off against and deduction and recovery from the aforesaid charges and any other sums payable by IITI to the Agency at any time, any tax, levy or other amount whatsoever which may be required to be deducted by order of any Court/Authority under any law now existent or which may come into existence during the currency of this Agreement as also any and all amounts which may be or become payable by the Agency to IITI under this Agreement or pursuant thereto, provided however that IITI will give the Agency a notice of not less than 2 days prior to the making of any set-off, deduction or recovery (other than a set-off, deduction or recovery made in accordance with any law or required to be made under any law or made pursuant to any order of a Court or other authority) against or from the aforesaid charge/sums lying with IITI.
- 5.0 **Termination**
- The contract may be terminated in the event of occurrence of any of the following contingencies: -
- 5.1 Without any prior notice on the expiry of the contract period.

- 5.2 Either party may terminate the Contract by giving the other 60 days prior written notice of the same and this agreement will stand terminated on the expiry of the 60 days period provided always that the Agency has fulfilled and complied with all its obligations to IITI in connection with and under this Agreement on the date of such termination. ***This is without prejudice to the right of institute to terminate the contract within first three months of initial deployment in which the institute may terminate the contract by giving notice of 30 days.***
- 5.3 In case of breach of any of the terms of this Agreement by the Agency, IITI shall be entitled to terminate this agreement immediately without giving any written notice to the Agency for the same. At this stage IITI shall be entitled to retain from and out of any monies then due to the Agency hereunder or which become due after termination thereof, any amount which, according to IITI is due and owing to it by the Agency arising directly or indirectly under this contract.
- 5.4 IIT Indore shall reserve the right for imposing penalty or cancellation of the contract

6.0 Post Termination Responsibility of the Agency

- 6.1 Upon termination of this Agreement or on renewal of the same, the Agency shall immediately handover all the documents and any data held by it to IITI. The Agency shall also forthwith remove all its Staff together with its machines/equipment whatsoever from the premises of IITI. This is further subject to the fact that IITI may at its option direct the Agency to finish any particular work/works which may at date of termination be outstanding.
- 6.2 Any breach of the obligation or delay in its implementation shall without prejudice to IITI's other rights at law, result in damages at the rate of Rs.10,000 per day with interest thereon at the rate of 18% per annum. This amount may, without prejudice to all other rights of recovery vested by law in IITI, be also recovered from the outstanding dues, if any, of the Agency held with the Institute.

7.0 Non-Exclusive

It is agreed and clarified that this Agreement is on a non-exclusive basis and the parties are at liberty to enter into similar agreements with others. (Provided, however, the Agency shall ensure that its entering into agreement/s with other parties, shall not in any way conflict with or affect IITI's interests, rights, remedies under this Agreement or in law).

8.0 Arbitration

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or in any way relating or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavor to settle such differences, disputes, claims or questions by friendly consultation and failing such settlement, the same shall be referred to the arbitration of arbitrator, to be appointed by IITI. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Indore. All legal disputes will be subjected to jurisdiction of Indore Courts.

**(Signature of Authorised representative
of the bidding firm with seal)**

Roles and Responsibilities of Contractor are as follows

CONTRACT LABOUR (REG. & ABO) CONTRACT RULE, 1971

Form XVII

[See Rule 78(1)(a)(i)]

[Name of the Security Agency]

UNIT Code

UNIT Location :-IIT Indore, Khandwa Road Simrol

Date of Commencement of the Contract: _____ Wage bill for the month _____
Bill No. _____ date _____

Sl. No.	Name of worker	Emp. Code No.	Bank	IFSC Code	Account No.	EPF No.	ESI No.	Basic/ Minimum Wages	Days	Wages	Employer's Contribution	CTC	Employee's Contribution	Total Deductions (12+13 +15+16)	Net Take Home Salary (14-17)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	EPF 13% ESI 3.25%	(12)	(13)	(14)	(15)	(16)	(17)	(18)
1	XYZ	123	xxx	aaa	xxx456	xxxb bb	xxxa bc	21420	30	21420	1950 696	24199	1800 161	4903			19459	

Chapter-6

Part-I Technical Bid & list of documents to be uploaded along with the Annexure-I

Proposals is Online e- Tenders are invited from Professional Security Agencies capable of providing Security Services to the institute. The Agency should be fulfilling following criteria:

(I) ESSENTIAL PRE-QUALIFICATION CRITERIA/ CONDITIONS FOR ELIGIBILITY TO PARTICIPATE:

- 1) The bidders will have to submit the Bid Security Declaration (As per the format attached in Technical Bid Appendix-A) on the letter head of the company under seal and signature of authorized person.
- 2) The Agency should have an annual turnover of Rs.10 Crore or more for the last financial year ending on 31.03.2021 and Rs. 06 Crore or more for the two financial years 2018-19 & 2019-20.
- 3) The security Agency should comply all the essential conditions of operating a security Agency for a Central Government Institute in the State of Madhya Pradesh.
- 4) The Security Agency should have at least five years of experience in the field after registration and should have more than 1000 men on roll on the date of submission of bid.
- 5) The tenderer should have experience of having executed/completed similar works during the last 5 (five) years commencing on 01.04.2015 and ending on 31.03.2020 in educational institution of repute, Govt., PSU, R&D organization as stated above.
- 6) The Security Agency should also have its own training school or have a valid tie up with Govt. agencies or other agencies in the security industry for training of their personnel deployed.
- 7) The Security Agency should have Zonal or Regional office in Indore/Bhopal.

(II) DESIRABLE:

1. ISO 9001:2008 Certification
2. Running contract in large Educational Institute(s) of National Importance
3. Capacity to respond to Disaster Situations.
4. Awards obtained by the Agency.
5. Good length of experience in the Field of Security.
6. Sound financial status.

The rates quoted should not violate any Government regulations such as minimum wages etc. as applicable to the type of contract under this enquiry. Statutory levies will be admitted as per orders of Government of India (GOI).

ANNEXURE-A**TECHNICAL BID***(This check list is to be attached with the technical bid in the tender document)*

SI No.	Description	Please Indicate																						
A	1) Please read carefully the terms and conditions with respect to b) the scope of work, c) Agency's representations and warranties, d) Agency's covenants, e) Payment & Rate Revisions, f) Termination, g) Post termination responsibility of the Agency, h) Non-exclusive and i) Arbitration.	I/We have read the terms and conditions with respect to item A(1) a to h carefully (please tick in appropriate boxes) YES <input type="checkbox"/> NO <input type="checkbox"/>																						
SI No.	Description	Indicate Page Number(PN) if Yes																						
B	<p>Please Ensure the following documents are enclosed, Tick Yes or No against each column:</p> <table border="1"> <thead> <tr> <th colspan="3">Essential Pre-Qualification Criterion</th> </tr> </thead> <tbody> <tr> <td>1.</td><td>Bid Security Declaration (As per the format attached in Technical Bid Appendix'A') on the letter head of the company under seal and signature of authorized person.</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td rowspan="3">2.</td><td>a) annual turnover of Rs.10 Crore or more for the last financial year ending on 31.03.2021</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td>b) annual turnover of Rs. 6 Crore or more for the last financial year 2019-20</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td>c) annual turnover of Rs. 6 Crore or more for the last financial year 2018-19</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td>3.</td><td>The security Agency should comply all the essential conditions of operating a security Agency for a Central Government Institute in the State of Madhya Pradesh.</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td>4.</td><td>The Security Agency should have at least five years of experience in the field after registration and should have more than 1000 men on roll on the date of submission of bid.</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> <tr> <td>5.</td><td>The tenderer should have experience of having executed/completed similar works during the last 5 (five) years commencing on 01.04.2015 and ending on 31.03.2020 in educational institution of repute, Govt., PSU, R&D organization.</td><td>Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/></td></tr> </tbody> </table>		Essential Pre-Qualification Criterion			1.	Bid Security Declaration (As per the format attached in Technical Bid Appendix'A') on the letter head of the company under seal and signature of authorized person.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	2.	a) annual turnover of Rs.10 Crore or more for the last financial year ending on 31.03.2021	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	b) annual turnover of Rs. 6 Crore or more for the last financial year 2019-20	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	c) annual turnover of Rs. 6 Crore or more for the last financial year 2018-19	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	3.	The security Agency should comply all the essential conditions of operating a security Agency for a Central Government Institute in the State of Madhya Pradesh.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	4.	The Security Agency should have at least five years of experience in the field after registration and should have more than 1000 men on roll on the date of submission of bid.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>	5.	The tenderer should have experience of having executed/completed similar works during the last 5 (five) years commencing on 01.04.2015 and ending on 31.03.2020 in educational institution of repute, Govt., PSU, R&D organization.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>
Essential Pre-Qualification Criterion																								
1.	Bid Security Declaration (As per the format attached in Technical Bid Appendix'A') on the letter head of the company under seal and signature of authorized person.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
2.	a) annual turnover of Rs.10 Crore or more for the last financial year ending on 31.03.2021	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
	b) annual turnover of Rs. 6 Crore or more for the last financial year 2019-20	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
	c) annual turnover of Rs. 6 Crore or more for the last financial year 2018-19	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
3.	The security Agency should comply all the essential conditions of operating a security Agency for a Central Government Institute in the State of Madhya Pradesh.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
4.	The Security Agency should have at least five years of experience in the field after registration and should have more than 1000 men on roll on the date of submission of bid.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						
5.	The tenderer should have experience of having executed/completed similar works during the last 5 (five) years commencing on 01.04.2015 and ending on 31.03.2020 in educational institution of repute, Govt., PSU, R&D organization.	Yes <input type="checkbox"/> Page No: <input type="text"/> No <input type="checkbox"/>																						

	6.	The Security Agency should also have its own training school or have a valid tie up with Govt. agencies or other agencies in the security industry for training of their personnel deployed.	Yes	Page No:	No
	7.	The Security Agency should have Zonal or Regional office in Indore/Bhopal. (please attach details)	Yes	Page No:	No
C	Other points of Technical Bid				
	1)	Proof of registration (photocopy of registration certificate) of your organization at Central Govt./State Govt. of MP	Yes	Page No:	No
	2)	Photocopy of ESI registration certificate	Yes	Page No:	No
	3)	Photocopy of EPF registration certificate	Yes	Page No:	No
	4)	Photocopy of GST registration	Yes	Page No:	No
	5)	Photocopy of PAN/TAN	Yes	Page No:	No
	6)	Copies of Profit and Loss Account for the last 3 years (mentioning only the Profit, Loss and Assets, Liabilities details attested by your Chartered accountant)	Yes	Page No:	No
	7)	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Agency a) has never been black-listed or changed the name of the firm (in original). b) Is/are not involved in any Police Case/Vigilance enquiry pending or ever been punished by any Hon'ble court.	Yes	Page No:	No
	8)	Status of your Agency (Proprietorship or Partnership)	Yes	Page No:	No
	9)	Details of your bankers	Yes	Page No:	No
	10)	Copy of Registration certificate issued by Labour Department for engaging 150 or more employees- Details of past experience in security services.	Yes	Page No:	No
	11)	Details of experience of working in the educational institutions especially IITs, IIMs, IISc, NIT etc.	Yes	Page No:	No
	12)	List of your current clients (to be verified by us)	Yes	Page No:	No
	13)	List of your major clients Your preferred clients to be verified by us (giving business for more than Rs. 10 lakhs per month.)	Yes	Page No:	No
	14)	Bio-data and contact details of key officials with escalation matrix	Yes	Page No:	No

15)	Certificate/details of the Security personnel on your Agency roll with training for the following fields:				
	particulars	Yes	Page No.	No	
	a. handling fire-fighting equipment				
	b. Wireless operation				
	c. First aid training				
	d. BDS and Disaster Management				
	e. Handling of dangerous and explosive materials				
	f. Handling of CCTV				
	g. Handling of Access Control System				
	h. Handling of Computers				
	i. List of personnel holding Heavy/Light Motor vehicles				
	j. List of personnel who are trained in snake catching				
16)	Have you signed all the forms with your office seal?		Yes	Page No:	No

The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.

(Signature of the Bidder, with Official Seal)

Technical Bid Appendix- (A)

Bid Security Declaration
(To be given on Company's Letter Head)

To

The Joint Registrar
Materials Management Section
IIT. Indore,
Khandwa Road Simrol
Indore - 453552

SUB: NIT NO. for providing comprehensive Security Services at IIT Indore Campus

Sir,

We, the undersigned declare that

1. We understand that, according to your conditions, bid must be supported by a Bid Security Declaration.
2. We accept that we will be automatically suspended from being eligible for bidding in any contract with the Institute for a period of **3 years** starting from the bid closing date, if we are in breach of obligation(s) under the bid conditions, because we:
 - a. Have withdrawn our bid during the period of bid validity specified in the letter of bid;
or
 - b. Having been notified of the acceptance of our bid by the Institute during the period of bid validity,
 - i. Fail or refuse to execute the contract, if required, or
 - ii. Fail or refuse to furnish the performance security, in accordance with the tender conditions.

Yours faithfully,

(Signature of bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Technical Bid Appendix- (B)

ACCEPTANCE CERTIFICATE
(To be given on Company's Letter Head)

To, _____

Sub: Acceptance of Terms & Conditions of NIT Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to provide service within the specified period.
8. I / We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the penalty/restrictions agreed to by us in the Bid Security Declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Technical Bid Appendix- (C)

Format for information to be provided at Annexure- A (Sl. No. 16)

LIST OF CURRENT CLIENTS

[illegible]

(Note: In case the number of clients is more than one page, please attach details on the same format)

Signature of Authorised signatory

Technical Bid Appendix- (D)

Format for information to be provided at Annexure- A (Sl. No. 17)
LIST OF MAJOR CLIENTS
 (giving business for more than Rs. 10 lakhs per month.)

Sl No.	Name & Address of Client	Type of establishment Govt./ PSU/ Private/ Institute	Total area of the establishment	No. of Employees of the Client	Average No. of visitors daily	Average no. of other persons visiting the establishment like casual employees/ labourers	Date of deployment from - to	Total duration of deployment (in yy-mm format)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(Note: In case the number of clients is more than one page, please attach details on the same format)

Signature of Authorised Signatory

Letter of Consent

To

The Registrar,
IIT Indore

Tender Reference No.

Name of the work: providing Comprehensive Security Services at IIT Indore Campus

Dear Sir,

I/We understand the nature and quantum of work to be carried out. I/We have read various condition to the tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 180 days from the date fixed for opening the bid.

In case the tender is withdrawn within the validity period or the contract if awarded, I/We understand that our bid security declaration holds good and I/We understand that I/We will be barred for future tendering as per the clauses of the bid security declaration.

The rate quoted by us is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance and terms of the tender/contract. I/We also hereby agree to abide by the rules and regulations of the IIT Indore, general conditions of the contract amended from time to time and to carry out the work according to the conditions laid down by the IIT Indore.

Acceptance of this tender/contract shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signatures of Tenderer(s) with stamp, address

Note: *the formats have been made available in the word format in the document title 'Annexures'. The format may also be downloaded, no change should be made by the tenderers except filling up details. In case any change is made in the contents of the formats, except filling -up details, it shall be treated as unauthorized and such tender will stand automatically disqualified.*

Chapter- 7

Part-II Price Bid

ADMINISTRATIVE CHARGES ARE TO BE QUOTED.

Wages will be paid by the Institute as per Directorate General Resettlement notice of minimum wages in respect of Ex-Serviceman Security guards and as per minimum wages specified by Ministry of Labour & Employment in respect of Civilian guards.

The details of amount proposed to be billed to the institute and the amount which will be paid to the security personnel by the Agency should be attached as per **Appendix-1**.

The calculation sheet should be submitted as per the existing rates (wage per day the institute is paying for each category has been mentioned below each category which will be subsequently revised as per the minimum wages/DGR rates).

Statutory Levies like TDS will be reimbursed / deducted as per the rules.

TDS will be deducted by institute as per rates in force from time to time.

CHARGES	FIGURES	WORDS
ADMINISTRATIVE CHARGES (Percentage of Monthly CTC of Employees excluding TDS)		

**SIGNATURE OF THE CONTRACTOR OR HIS
AUTHORIZED SIGNATORY**

DATE:

ADDRESS WITH SEAL OF THE AGENCY

(Mandatory to be filled and attached with the price bid)

S. NO.	Description	Security Guard (Civil/ESM/Fireman / Driver/Technician)	Supervisor/ GCTV Operator	Senior Supervisor/ Service Engineer
A	Per Day Wages	714	950	1045
i	Basic Pay			
ii	Variable Dearness Allowance			
B	GROSS Monthly Wages			
iii	Employer State Insurance (ESI) @4.75% (Basic +VDA) on A			
iv	EPF Employer Contribution @13.00% (Basic +VDA) on A			
B	CTC (Sum B+II+III)			
	DEDUCTIONS			
v	ESI Employee Contribution @1.75% On A			
vi	PF Employee Contribution @12% On B subject to maximum Rs. 1800			
C	TOTAL DEDUCTION (Sum II to V)			
D	NET TAKE HOME (B-C)			
E	Administrative Charges @ Rate % of ____ @ ____ %			
	TOTAL (B + E)			

NOTE : Please quote the minimum wages as per the Central Government minimum wages w.e.f. Apr 1, 2021 for reference.

1.5 Days leave per complete month is admissible to individuals on proportionate basis for which encashment would be paid half yearly.

Chapter-8

PRE-BID QUERY FORMAT

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/Deviation sought	Clarification/Response from IITI
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Chapter-9

PERFORMANCE SECURITY FORMAT

To,

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Phone No., Fax No. & e-mail id.

1