

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI - 517506**

**Dr. T.S. Natarajan
Registrar**

No: IITT/Security Services/2017

Date:21-06-2017

Due Date: 07-07-2017 at 3.30 PM

Annual rate contract for providing security services at IIT Tirupati (Academic Block and Boys/Girls Hostels).

Indian Institute of Technology Tirupati a Central Autonomous Body under Ministry of Human Resources Development, Govt of India invites Tender in TWO BID SYSTEM from the experienced and reputed Agencies for providing SECURITY SERVICES on contract basis for its Academic Building situated on Tirupati - Renigunta Road, Tirupati and Boys/Girls Hostels at 21st Century Gurukulam Buildings, Alipiri Road, Tirupati, and Lakshmipuram Colony, Tirupati . Interested Agencies are requested to submit their tender in the enclosed format along with EMD Rs.75, 000/- (Seventy five thousand only) by DD drawn in favour of " IIT Tirupati" payable at Tirupati. The details of Security Services to be provided for the said buildings are as per the Annexure-I enclosed.

1. Submission of Tenders:

- I. The tenders should be submitted in two bid system (i.e., Part A – Techno-commercial Bid and Part-B Financial Bid) in separate envelopes superscribed as "Part-A Techno-commercial Bid" and "Part-B Price Bid" and sealed. **The EMD should be kept in the Techno-commercial Bid only. The sealed cover containing both the Bids duly superscribed as "Tender for Annual contract FOR PROVIDING SECURITY SERVICES for IIT Tirupati Academic Block and Boys/Girls Hostels" should be sent to the "Registrar, IIT Tirupati, Renigunta Road, Tirupati - 517506.**
- II. The last date for submission of the tender is **07-07-2017 at 3.30 PM**. The Institution will not be responsible for any postal or any other delay.
- III. The technical bid will be opened on **07-07-2017 at 4.00 PM** and the financial bids of those tenderers who are technically qualified will be opened at a later date under intimation to them.
- IV. The offer shall remain valid for a period of 90 days from the due date for submission of tender.

2. Pre-qualification for selection of Agencies:

- I. Agencies meeting the required criteria as stated in this document at Annexures and Part-A shall only be considered for Financial Bid. Further agencies not furnishing the documentary evidence as required will not be considered.
- II. Pre-qualification of the agencies shall not imply final acceptance of the Financial Bid. The agency may be rejected at any point during Techno-Commercial evaluation or during price evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of IIT Tirupati and decision in this regard shall be binding on the Agencies.
- III. The Institution reserves the right to accept or reject any or all offers without assigning any reasons. Incomplete offers are liable to be rejected.
- IV. The award of contract will be subject to acceptance of the terms and conditions stated in the enclosed Annexure-i.

PART – A (TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Tenderers shall mention point-wise confirmation with regard to technical specifications given in our Enquiry. Price details should not be shown in this part.

1. General Particulars of the Agency:

A	Name of the Bidder	
B	Correspondence detail of the Bidder including Corporate Address and Address in Tirupati	
C	Telephone No./E-Mail Address	
D	Contact person details (Name, Designation, Contact Number etc) to whom all references shall be made regarding this tender	
E	Details of ownership (Name and Address of the Board of Director, Partners etc)	
F	Name of the authorised signatory who is authorised to sign all the relevant documents (power of attorney, if any to be submitted)	
G	No. of years of experience of providing Security Services (supporting relevant documents to be attached)	
H	Annual Turnover for last three years (INR in Lakhs) (documentary proof to be attached)	FY 2014-15 FY 2015-16 FY 2016-17
I	DD Number, Amount and Date of the EMD submitted	
J	Name of the Bankers along with Branch.	

2. Details of statutory compliance (enclose copy of certificates)

A	Registration Number of the Bidder	
B	Place of Registration	
C	Date of Registration	
D	Product/Service for which tenderer is registered	
E	Validity period, if applicable	
F	Licence No. under private Security Agencies (Regulation) Act 2005	
G	Sales Tax/VAT registration details (Regn No. and details)	
H	Service Tax registration details	
I	PAN No.	
J	EPF Regn No.	
K	ESI Regn. No.	
L	Labour Licence certificate details (Registration number and etails)	
M	ISO 9001-2000 or ISO-2008 certificate details.	
N	Copies of IT Returns filed for the last three financial years.	

3. Experience Details

A	No.of years of service in the field	
B	Details of Govt Depts, Govt Undertakings, PUSs, Public Sector Banks to whom the similar services extended for the last 3 years (enclose copies of the work order)	

4. Any other details or points the Bidder wish to add:

Authorised Signature with Seal

Name

Designation

Date and Place

PART B – PRICE BID

PROVIDING SECURITY SERVICES FOR ACADEMIC BLOCK, HOSTEL BUILDINGS AND OTHER FACILITIES
PERIOD FROM 01-08-2017 TO 31-07-2018
WAGES AND SERVICE CHARGES

1. Name of the Bidder:

TABLE-A (Wages)

S.No.	Manpower type	Total Manpower required as per the details mentioned in the tender document	Wages per person monthly	Total
1	Supervisor			
2	Security Guard			
3	Total monthly charges in figures (1 + 2) above			
4	Uniform and shoes (Please quote lump sum)			
5	Grand Total			

Note: i. Total consolidated monthly amount (including minimum wages, ESI, EPF etc) per person should be quoted by the bidder under each of the category separately.

ii. The bidder should quote the details (price-break up) of the monthly consolidated amount for payment to the workers and supervisors in the Table-B given below.

iii. The quoted consolidated monthly amount prices shall be inclusive of all charges including employer contribution towards ESI, PF etc.

iv. It shall also include cost of training and uniform etc.

v. The prices in the price schedule shall be exclusive of any Service Tax, Education Cess, or any other applicable taxes as may be levied by the Government from time to time and the same be charged in addition to the applicable rate.

vi. The Bidder shall mandatorily ensure that the cost per head as in Table-A and in Table-B is paid as monthly wages to their employees who are deployed in IIT Tirupati premises.

VII. Copy of the acquaintance and PF remittance challan shall be produced from second monthly bill onwards.

Price Bid contd to next page.

TABLE-B (Price break-up of the quoted prices shall be submitted by the bidder in the following format.

S.No.	Head	Category	
		Supervisor	Security Guard
1	Wages per person per month		
2	ESI		
3	EPF		
4	Any other charges		
5	Administrative services charges per worker per month (including overheads, profit)		
6	Cost per Head per month		

Signature

Name and Address of the Bidder with stamp

Place

Date

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI - 517506**

Sub: Annual rate contract for providing security services at IIT Tirupati (Academic Block and Boys/Girls Hostels).

Indian Institute of Technology Tirupati is an autonomous institution established by Ministry of Human Resources Development, Department of Higher Education, and Government of India.. IIT Tirupati requires service providers who are well established and financially sound to provide security services on round the clock duties in 3 shifts at the above premises with effect from 1st August , 2017 onwards.

I. Scope of Work

A. Contractor shall deploy 37 Security Guards with good past record every day as mentioned below:

Sl.No.	Premises	No.of Security Guards	Duty shifts
1	Academic Building	10	3 in each shift (0600-1400, 1400-2200, 2200-0600 hours) 1 Shift In charge in general shift (0900 to 1730 hrs)
2	Boys Hostel at 21 st Century Gurukulam Hostel Building (Block-I and Block-II)	6	2 in each shift (0600-1400, 1400-2200, 2200-0600 hours)
3	Boys Hostel at Lakshmipuram Colony Tirupati	6	2 in each shsift (0600-1400, 1400-2200, 2200-0600 hours)
4	Girls Hostel	6 (3 Female Guards and 3 male guards to be deployed)	2 in each shift (0600-1400, 1400-2200, 2200-0600 hours)
5.	Boys Hostel	3	1 each in each shift (0600-1400, 1400-2200, 2200-0600 hours)
6	Guest House	3	1 each in each shift (0600-1400, 1400-2200, 2200-0600 hours)
7	Director's Residence	3	1 each in each shift (0600-1400, 1400-2200, 2200-0600 hours)

B. The main duties of the security personnel are as follows:

1. To regulate the entry and exit of the persons in to the respective premises.
2. Detection and prevention of trespasses, intrusion, unauthorized entry into the premises
3. Maintain a register for recording the entry and exit of visitors.
4. Regular inspection/patrolling of the premises to prevent damages, loss, theft etc
5. Occurrence of any significant incidents shall always be reported to IIT Tirupati officials.
6. In the event of theft or loss of property, a report shall be submitted to IIT Tirupati by the quickest possible means, immediately on occurrence of such an event and suitable remedial action shall be taken after consultation with IIT Tirupati.
7. A spot enquiry shall be conducted in consultation with IIT Tirupati official. However, it shall ensure that such inquiry will not interfere with any investigations by police.
8. The security shall also make out ways and means to recover the stolen property and will suggest measures to block loopholes, if any, in the security arrangements.
9. In case of fire etc, immediate action to be taken to put out fire and also to bring the same to the notice of IIT Officers concerned. In case of negligence or connivance on the part of security workforce due to which loss has occurred, the entire loss shall be borne by the Security Agency.
10. Proper handing over, taking over of duty charge at the time of starting/closing of the duties to be done in each shift.
11. Contractor shall provide first aid box for the Security workforce which shall be maintained at the work spots.
12. The Security workforce is allowed to leave the security point only when the reliever is physically present and change handed over the duty the reliever.
13. Any other security work or related work assigned from time to time by IIT Tirupati shall be taken by the contractor.

II. Terms and Conditions

A. Tender

1. The Tenderer shall be registered with appropriate authorities and must have permission/license to provide security service. The entity should be either registered as a company under Companies Act 1956/2013 or as a partnership (including limited liability partnership) under partnership Act 1932 as the case may be and should be in existence for not less than 3 years before 31-03-2017 as a company or firm as the case may be. Bids of sole proprietorship firms or those which are not in existence for 3 years as mentioned above shall not be considered at all.
2. The tenderer should have ISO 9001:2000 or 9001:2008 certificate valid as on 31-03-2017.
3. Tenderer must have experience of at least 3 years in providing security services to Govt departments, Govt undertaking, Public Sector Units or Public Sector Banks.
4. Tenderer shall inspect the premises indicated above and fully acquaint themselves with the scope and nature of working conditions etc. No claim shall be considered later on the grounds of ignorance or otherwise of the conditions under which the work will have to be executed.
5. The Tenderer shall ensure that attested copies of the following documents are attached with the tender form.
 - i. Copy of valid registration with labour Department.

- ii. Valid DGR empanelled certificate, in case of empanelled with DGR or valid license under private security agencies (Registration) Act 2005 or State Ex-Servicemen Corporation Certificate.
 - iii. Copy of PAN/GIR card
 - iv. Copy of the IT return filed for the last three financial years
 - v. Copies of EPF and ESI Registration certificates
 - vi. Copy of service tax registration certificate
 - vii. Work experience of similar nature during the past three years
 - viii. Copy of the latest DGR Rates.
6. Conditional offers shall not be considered.
 7. Tenderers are required to sign each and every page of tender documents including Annexures, if any and any common set of deviations, corrigendum and addendum issued by IIT Tirupati. All corrections in the tender documents must also be signed by the Tenderer.
 8. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the bid amount column. In such cases, tender will be summarily rejected.
 9. Bid amount must be mentioned both in figures and words.
 10. The contractor shall be bound by the details, documents furnished to IIT Tirupati while submitting the bid or at subsequent stage. In case, any of such details or documents furnished is found to be false at any stage, it would be deemed to be a breach of terms and contract making him/her liable for legal action besides termination of contract.
 11. IIT Tirupati reserves the right to reject any or all bids without assigning any reason whatsoever.

B. Contract

1. The contract is for a period of one year with effect from 01-08-2017 to 31-07-2018. If the services provided are found satisfactory, contract may be extended at the discretion of IIT Tirupati by one more year at the same rate, terms and conditions or with modifications as deemed fit, if the contractor is also willing.
2. Initially, contract shall be given for a period of 3 months and after satisfactory execution during this period, the contract shall be extended for the remaining period of 9 months unless it is curtailed or terminated by this office owing to deficiency of service, sub-standard quality of workforce deployed, breach of contract, reduction or cessation of the requirements of work or due to any other reason.
3. IIT Tirupati reserves the right to terminate the contract at any time including extension period by giving one month's notice. In case of breach of terms and conditions by the contractor, IIT Tirupati reserves the right to terminate the contract with immediate effect.
4. The contractor shall not sub-contract the assigned contract.
5. IIT Tirupati shall not be responsible for payment of compensation, if any payable to the contractor's workforce on the occurrence of an event whatsoever and the security agency shall be solely responsible for any claim in this regard.
6. Continuous non supply of required staff as per the terms and conditions of the contract will entail termination of the contract with immediate effect.

7. IIT Tirupati has assessed a minimum of 37 security guards for carrying the quantified work envisaged in this contract. However, if need arises additional workforce shall be deployed. In case, additional persons are required on regular or sporadic nature of work, Service Provider shall provide required manpower at the rates as specified in the contract. The requirement may also decrease during the period of contract and bidder would have to reduce the workforce and proportionate contract amount, accordingly. The focal point will intimate the service provider the exact number of workforce to be provided from time to time.
8. The deployment manpower should be active and energetic and below the age of 50 years. They should of clean habits. They should have prior experience and must have studies upto SSLC/10th class.
9. The bidder shall furnish the details of manpower being deployed at IIT Tirupati with bio-data containing all relevant details.
10. On appointment, the security personnel must be in possession of the following:
 - Appointment order issued to the personnel by the security agency
 - Identity card issued by the security agency
11. Under no circumstances, Security workforce will be permitted to work continuously for more than one shift as it affects the alertness of security staff. However, if continuation of any Security workforce for second shift is found necessary, under extreme conditions or unavoidable circumstances, prior permission is to be obtained from IIT Tirupati Official.
12. If any security guard comes late, leaves early or is absent frequently, such security guard must be replaced immediately by the security agency.
13. The contractor shall arrange for transportation, food and any other requirement of contractor's manpower for carrying out the contract works.
14. The workforce deployed by the contractor shall always be in uniform and wearing shoes. They shall carry appropriate badges, cap and baton. If the security workforce is found without uniform including shoes while on duty, he shall not be treated on duty and no payment will be made to him.
15. The agency should be capable of mustering 37 number of security personnel on all days, after granting weekly off/holiday/leave/absenteeism etc. The services shall be provided on all the days in a year.
16. The workforce deployed by the contractor should be well mannered, possess amenable temperament, pleasant and conversant to deal with the visitors, employees etc. as the case may be.
17. Security Guards should be able to understand, speak Telugu, Hindi, and English. They should be able to understand, read and write English and have ability to maintain the necessary records at the premises they are posted so that entry of visitors, vehicles in the appropriate registers shall be easily handled by them.
18. The service provider shall enter into an agreement with IIT Tirupati as per the terms indicated in the tender.

C. Wages and Finance

1. Wages paid by the contractor to the personnel deployed by him shall not be less than minimum wages fixed by DGR, Govt of India / State Government whichever is higher for this type of work.
2. Wages as specified in tender is to be disbursed by cheque/amount transfer to the Security personnel. In exceptional cases and due to compelling reasons only, salary may be disbursed in cash in the presence of representative of IIT Tirupati. Details of Bank account in respect of the security guards should be made available to IIT Tirupati.
3. The contractor shall furnish the ECS/RTGS details after award of contract to IIT Tirupati.
4. Contractor shall provide pay slips indicating the details of total wages, deductions and net wages paid shall be given to each security guard along with the wages and also wages shall be disbursed on or before 7th of every month without waiting for clearance of bill by IIT Tirupati. The pay slip must also mention clearly the name and ID of the contract manpower, all the components for the payment and deductions separately. Besides, PF Account, ESI Account No. and all other relevant details must also be mentioned on the pay slip.
5. The Service Provider shall guarantee faithful execution of the contract in accordance with the terms and conditions specified therein. As a performance security, the service provider shall furnish bank guarantee for 10% of the total contract value, which shall be issued by nationalized/scheduled bank valid till completion of the contract.
6. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency by this Office.
7. In case, the contractor fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof this office is put to any loss/obligation, monetary or otherwise, this office shall deduct that amount from the outstanding bills or from the performance bank guarantee of the contractor to the extent of the loss.
8. Payment shall be made to the contractor on monthly basis as per the actual services rendered. The invoice shall be raised in the first week of the following month for the services rendered in the previous month together with acquittance roll/muster rolls evidencing payments made to the manpower deployed. Copy of the challan evidencing remittance of ESI, EPF (wherever applicable) and service tax (from 2nd month) to enable reimbursement of the amount paid.
9. The claim of service tax shall be reimbursable only against documentary proof evidencing remittance of tax to the concerned authority. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of this office.
10. The quotations which are below the minimum wages payable to the work force will be rejected summarily.

D. General Conditions.

1. The contractor shall ensure that any details of premises, security arrangements and administrative / organizational matters are not divulged or disclosed to any person by its personnel deployed in this Institute.
2. For all intents and purposes, the contractor shall be the “Employer” within the meaning of different labour legislations in respect of workforce so employed and deployed in this Office for contractual services.

3. It shall be the sole responsibility of the contractor to settle disputes if any, arising out of the engagement between himself and the personnel engaged by him and the management of IIT Tirupati shall not in any way be responsible in the event the personnel approach to the competent authority, under the Act of the Court. The entire expenses in this behalf shall be borne by the contractor.
4. The contractor shall indemnify IIT Tirupati from any claims that may be made by the manpower deployed by the contractor against injuries/death during the performance of their functions/duties at any stage at IIT Tirupati. The contractor shall be solely responsible for the redressal of grievances/resolutions of disputes relating to persons deployed. This Office shall, in no way, be responsible for settlement of such issues whatsoever.
5. The man power deployed by the Contractor shall not have any claim of Master and Servant relationship vis a vis IIT Tirupati nor have any principal and agent relationship with or against the IIT Tirupati.
6. The man power deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, adhoc regular/confirmed employees of IIT Tirupati during the contract period or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the regular/otherwise capacity in IIT Tirupati. The contractor shall communicate the above to all the manpower deployed in this office by the Contractor.
7. Periodic and surprise checks during night shift, at least weekly are to be conducted by the agency for keeping the workforce alert. All the checking and the findings are to be logged in a register, which is to be submitted to IIT Tirupati once in a month while claiming payment.
8. The contractor shall provide the registers, stationary, torch lights which are required for the day to day work.
9. The contractor shall issue suitable personal protection equipment to the personnel deployed to ward off any threats such as snake bite, head cover during monsoon, to avoid slip/fall while patrolling in field conditions etc.
10. The Security Agency should issue individual orders regarding the terms of appointment, service charges etc to the security workforce deployed under the contract. At no time they should report less pay being paid. All liabilities regarding the payments to the security workforce deployed is to be borne by the contractor. IIT Tirupati shall not be responsible for payment of dues, wages etc or for compliance of the Central Govt or State Govt acts as the case may be. Salary has to be paid by 7th of every calendar month. Proof of payment shall be furnished to IIT Tirupati.

E. Statutory / Legal

1. The contractor shall maintain a muster roll register indicating the date and name of persons engaged. Also a register for day to day compliance of work shall be maintained. Both the registers shall got be countersigned by the IIT Tirupati Official and submitted along with the bill, failing which the bill shall not be cleared.
2. The contractor shall maintain proper records/registers as required under the Contract Labour (Regulation and Abolition) Act 1970 and Rules and other relevant enactment's thereon. The records/registers shall be produced for verification/inspection as and when required by IIT Tirupati/Central and Statement Government agencies.

3. The contractor should have ESI code for deposition of ESI Contributions. The contractor shall cover all his employees under ESI Scheme and shall submit a list of name of employees deployed by him together with ESI number and the name of the ESI Dispensary/Local Office to the IIT Tirupati within 45 days on award of this contract.
4. The contractor shall have PF code for deposition of Provident Fund in respect of his employees. The contractor shall cover all the employees deputed by him under PF scheme and the contractor shall submit the list of names of his employees deputed to IIT Tirupati who are covered under PF scheme with their PF code/ identification number under which PF subscription has been deposited within 45 days on award of the contract.
5. The contractor is responsible for obtaining PF statement from PF Commissioner's Office and distribute the same to the workforce, periodically and confirm the same to IIT Tirupati.
6. It is the sole responsibility of the contractor to faithfully fulfill all the obligations, legal, administration and others on his part especially those concerning payment of wages, contributions towards PF, ESI, EDU etc. (Both contractors and employees share etc) as in force at the relevant period. He shall furnish necessary certificate coordinated by ESI/PF to IIT Tirupati by the 10th of the following month towards payment of ESI and PF made as indicated below: "Certified that I/We_____ contractors under contract No._____ have made full (both contractors and employees share) contributions towards ESI/PF, in respect of workforce engaged by me/us under the said contract to ESI/PF commissioner on_____."
7. The contract rates shall be based on existing minimum wages as notified by the Government under DGR wage structure specified in part-II (price bid). The amount of Service Charges quoted by the agency shall remain fixed during the period of the contract. However, as and when minimum wages undergo revision, the same will be made applicable to the contract from the date of its implementation and IIT Tirupati revise the wages of the guards and arrears will be paid accordingly subject to the condition that the rates quoted by the contractor shall be less than the minimum wages only. In this regard Contractor is also liable to keep IIT Tirupati informed on the revision of wage structures and as and when as revision takes place, he/she shall submit a copy of the Govt Order for implementation by IIT Tirupati.
8. The Security Agency shall be responsible for taking necessary action to comply with the provision/requirement of the contract based on the labour (regulation and abolition) Act 1970.

PENALTY

9. In the event of any of the Security workforce not performing the duty properly or absenting himself without proper permission or reason, contractor not arranging replacement for a vacancy within one working day, an amount equal to double the day wages per shift per person will be recovered from the agency's bill. For this purpose, each month will be treated as 30 days. Suitable penalty will be levied for non-performance of any of the above mentioned conditions. In case a security workforce leaves the duty without prior intimation to the agency, thus leaving his position vacant would not be entitled to claim the wages of the particular person during that period.

