Sub. Providing of Security Services at IIT Kharagpur

Indian Institute of Technology Kharagpur (IIT, KGP), an Institute of national importance, invites Tenders from experienced registered agency in India having a valid license under Contract Labour (Regulation and Abolition) Act, 1970. The Security Services, covering the Main and New Academic Complex, Halls of Residences, Guest Houses (Kharagpur and Kolkata), IIT Kharagpur Research Park, Rajarhat (Kolkata), Bhubaneswar (Odisha) Centre, Dr. Syama Prasad Mookerjee Institute of Medical Sciences and Research (Balarampur) and other areas of the Kharagpur campus, on outsourcing basis.

The contract term shall be initially for a period of **one (01) year**. Based on satisfactory performance, the tender may be renewed on yearly basis at the sole discretion of the Institute, for a maximum period of **three (03) years**, from the date of commencement of the contract. The contract may be renewed thereafter at the discretion of the Institute, on mutually agreed terms and conditions. The tender document with complete details of tender including experience required, scope of work and other terms & conditions can be downloaded from the website [www.iitkgp.ac.in](http://www.iitkgp.ac.in) and Central Public Procurement Portal platform [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Interested and eligible Service providers are requested to submit their bids on or before the last date/time of bid submission.

It is essential that interested bidder/agency shall provide the Institute with sufficient information, so that their capability can be properly assessed and instill confidence that the agency has the infrastructural, financial, legal, personnel and track record to deliver security services of bigger order. It should be noted that all personnel contracted by the Agency, under the said contract will be required to obtain appropriate security clearance from the District Administration/ Police Department.

Interested parties may submit their bids under Two-Bids system i.e. **Technical Bid (Cover -1) and Commercial Bid (Cover – 2)**, as per **General Terms & Conditions and other formats** given in the tender, which are to be submitted in the website [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app) on or before **31.05.2021 at 3.30 PM**. In addition, the **hardcopy of only Technical Bid** (Cover – 1) along with Original Demand Draft of Tender Fee/document of exemption for submission of Tender Fee and Bid Security Declaration shall be submitted at the **Office of Deputy Registrar, Purchase Section, Indian Institute of Technology Kharagpur, Kharagpur – 721302, West Bengal (State)** with in the last date of bid submission. Technical Bids will be opened on **01.06.2021** at **4.00 PM**.

**Registrar**
For Director, IIT Kharagpur

Copy to:
1. Institute’s Website
2. CPPP
3. Notice Board

Signature & Seal of Bidder
## IMPORTANT INFORMATION RELATED TO TENDER

<table>
<thead>
<tr>
<th>Nature of Work</th>
<th>Providing of Security Services at IIT Kharagpur.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender No. and date</td>
<td>IIT/ENQ /Security/2021 date: 04.05.2021</td>
</tr>
<tr>
<td>Bid Document fee (Non-refundable)</td>
<td>Rs. 1,000/-</td>
</tr>
<tr>
<td>EMD</td>
<td>Nil (However, the bidder should submit the 'Bid Security Declaration Form' as per Annexure – VIII)</td>
</tr>
</tbody>
</table>
| Mode of Payment to IITKGP (Tender Fee) | i) Demand Draft to be drawn in favour of “Indian Institute of Technology Kharagpur”, payable at Kharagpur.  
ii) IIT Kharagpur will give exemption for submission of Tender Fee to the bidders, who are registered with MSME or Central Purchase Organization or startups as recognized by DIPP as per revised rule 170 of GFR-2017 only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim. |
| Note:                              | 1. Scan copy of DD (drawn on or before the last date)/ document of exemption for submission of Tender Fee should be uploaded on [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)  
2. Bidders should submit the original DD/ exemption for submission of Tender Fee along with hard copies of all the relevant tender document with in the last date of bid submission at the Office of Deputy Registrar (Purchase Section), IIT Kharagpur, Kharagpur -721302, West Bengal. |
| Last date & time of submission of bid | 31.05.2021 at 3.30PM.                      |
| Pre-qualification & Technical Bid opening date & time | 01.06. 2021 at 4:00PM. |
| Two Bid System                     | (a) Technical Bid (Cover – 1), and  
(b) Commercial Bid (Cover – 2) |
| Bid Validity                       | 120 days from the opening of price bid          |
| Contact details                    | Deputy Registrar, Purchase Section, IIT Kharagpur  
e-mail id: dyregsp@adm.iitkgp.ac.in  
Ph. no: +91-3222- 282216  
Security Officer, IIT Kharagpur  
Ph. no: +91-3222- 282742  
e-mail id: so@hijli.iitkgp.ac.in |

Note:-  
1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.  
2. The Director, IIT Kharagpur reserves the right to reject any or all the quotation in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
1. **Eligibility Conditions:**

1.1 The security agency should possess Certificate of Registration with registrar of companies under Companies Act, and/or Shops & Establishment Act etc. For partnership firms, full name and address of each partner along with certified copy of registered partnership deed, copy of trade license. For proprietorship firms, full name and address of proprietor along with certified copy of trade license. Registered with State / Central Government and having License for supply of Security Personnel.

1.2 The Agency should have Head Quarters or zonal or regional offices in West Bengal. If the successful bidder does not have any of the offices at Kolkata/ Paschim Medinipur/ Kharagpur, then Agency must setup office at Kolkata/ Paschim Medinipur/ Kharagpur within 2 months of receipt of work order (in this regard agency must submit an undertaking).

1.3 The agency should possess license from the appropriate authority (**Central, State of West Bengal and State of Odisha**) under the Private Security Agencies (Regulation) Act 2005. The agency should not have been black listed by any Government or Semi-Government organization.

1.4 All bidders should submit along with their tender, copies of the valid license no. under Contract Labour Act, PAN Card, PF Registration Certificate, ESI Registration Certificate, GST Registration number, Financial Information, Affidavit, Undertaking etc. as per given format.

1.5 The intending bidder must have experience in performance of similar nature of contracts continuously for last preceding 05 (five) years as on last date of submission of tender in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions.

1.6 The agency should have supplied minimum 150 number of trained security personnel at least, at 03 (three) sites each and should have successfully completed the full tenure of contract. Relevant certificates of successful completion of security contract should be enclosed from three different organizations.

1.7 The agency should have at least 01 (one) running security service contract in hand, where deployment should be more than 200 (two hundred) security guards with a single organization.

1.8 The Agency must have Minimum 1000 men on roll, out of which at least 150 should be ex-serviceman men. Other than Ex-servicemen personnel, rest of manpower must have 05 years of experience in Security Service.

1.9 The bidder must have a minimum average turnover of Rs. 10,00,00,000.00 (Rupees Ten Core only) annually during the last preceding 03 (three) years ending March 31, 2021. All bidders should submit copies of audited statement of Accounts for the last three years along with the tender documents. In case of exemption from the requirement of Audit of statement of Accounts, necessary certificate should be provided.
1.10 The bidder must submit copy of acknowledgement of Income Tax Return for last 03 (three) years.

1.11 The bidder must submit Solvency Certificate of an amount not less that Rs. 50.00 lakhs issued by a scheduled bank within the last six months (Annexure-V)

1.12 The Agency should be able to deploy fit and healthy smart Security Guards including ex-serviceman \{Ratio; 80\% (trained security guards): 20\% (ex-servicemen)\}, whose age should not be more than 45 years. No over aged security personnel will be eligible for performing duty at IIT Kharagpur. Trained security guards should have an experience of at least 05 years of working as security guard in any organization. Bidder must submit a declaration.

1.13 The trained security Guards/ ex-serviceman engaged for duty must be conversant in handling standard fire fighting equipment. Bidder must submit a declaration.

1.14 The bidder should have well-structured training facilities for training of security guards. A Technical Committee from the Institute may visit the Zonal or Regional Headquarters offices during the process of short listing of agencies to ascertain their training facilities and man-power management. Bidder must submit a declaration.

1.15 The bidder shall be required to deposit a sum of Rs 1,000.00 (Rupees One Thousand only) towards the cost of Tender Fee in the form of Demand Draft in favour of "Indian Institute of Technology Kharagpur" Payable at Kharagpur. Tenders submitted without Tender Fee is liable to be rejected.

**Note:** IIT Kharagpur will give exemption for submission of Tender Fee to the bidders, who are registered with MSME or Central Purchase Organization or startups as recognized by DIPP as per revised rule 170 of GFR-2017 only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.

The condition of prior turnover and prior experience may be relaxed for Startups as per Rule 173 (i) of GFR 2017 (as defined by Department of Industrial Policy and Promotion) as under;

a. Up to five years from the date of its incorporation/ registration,
b. If its turnover for any of the financial years has not exceeded Rs. 25 (Rupees Twenty-five) crore,
c. It is working towards innovation, development, deployment or commercialisation of new products, processes or services driven by technology or intellectual property,
d. Provided further that in order to obtain benefits a start-up so identified under the above definition shall be required to obtain a certificate of an eligible business from the Inter-Ministerial Board of Certification.
2. **Information for Bidder on e-Procurement**

2.1. Help for Service Providers, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal.[https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)

2.2. It is mandatory for all the bidders to have a valid Class-II/Class-III Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIT Kharagpur.

2.3. It is mandatory for the bidders to get their firm/company registered with e-procurement portal https://eprocure.gov.in/eprocure/app to have user ID & password.

2.4. Tender documents will be available online on website https://eprocure.gov.in/eprocure/app which can be downloaded free of cost.


2.6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Commercial Bid are to be submitted in “Technical Bid”.

2.7. Bill of Quantities with rates duly filled in are to be submitted in the format provided online in the name of “Financial Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money Deposit in the form of Pay Order/ Demand Draft / Bank Guarantee/MSME registration certificate.

2.8. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal https://eprocure.gov.in/eprocure/app (“Server System Clock Time”) shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

2.9. The bidders are advised to submit their e-bids well before the e-bid due date. IIT Kharagpur shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

2.10. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

2.11. Any tender received without original Tender Fee of tender documents shall not be considered and shall be summarily rejected.

2.12. IIT Kharagpur reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIT Kharagpur's assessment of suitability as per eligibility criteria shall be final and binding.
2.13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of IIT Kharagpur in this regard shall be final and binding.

2.14. The hardcopy of **only Technical Bid** (Cover – 1) along with Original Demand Draft of Tender Fee/document of exemption for submission of Tender Fee and Bid Security Declaration shall be submitted, super scribining the Tender no. and date on the envelope and shall be received by last date & time for submission of tender/bids at the Office of

Deputy Registrar  
Purchase Section  
Indian Institute of Technology Kharagpur  
Kharagpur - 721302, West Bengal (State)
3. Guidelines for Tenderers

3.1 Name of the Work and Requirement: Providing of Security Services at IIT Kharagpur. The requirement of Security personnel is as follows.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>No of persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Commander (Preferably ex-serviceman)</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Security Officer</td>
<td>04</td>
</tr>
<tr>
<td>3</td>
<td>Lady Assistant Security Officer</td>
<td>01</td>
</tr>
<tr>
<td>4</td>
<td>Security Supervisor</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Lady Security Supervisor</td>
<td>03</td>
</tr>
<tr>
<td>6</td>
<td>Security Guards (20% should be ex-servicemen)</td>
<td>369</td>
</tr>
<tr>
<td>7</td>
<td>Lady Security Guards</td>
<td>55</td>
</tr>
<tr>
<td>8</td>
<td>Vehicle Driver</td>
<td>04</td>
</tr>
<tr>
<td>9</td>
<td>Office Clerk/security guard</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>450</td>
</tr>
</tbody>
</table>

The above requirement may be changed subject to Institute requirement.

3.2 The security personnel deployed at the Main and New Academic Complex, Halls of Residences, Guest Houses (Kharagpur and Kolkata), IIT Kharagpur Research Park, Rajarhat (Kolkata), Bhubaneswar (Odisha) Centre, Dr. Syama Prasad Mookerjee Institute of Medical Sciences and Research (Balarampur) and other areas of the Kharagpur campus should be physically & medically fit.

3.3 Scope of Work: Security is a very critical area of any Institution in general and IIT Kharagpur in particular, as it deals with safety and security of students and staff, and sensitive technological infrastructure, research and innovations, assets & property owned or hired by the IIT Kharagpur. It includes Plant, equipment and property of entire campus of IIT Kharagpur, Kolkata Extension Centre, IIT Kharagpur Research Park, Rajarhat (Kolkata), IIT Kharagpur Bhubaneswar Extension Centre and Dr Syama Prasad Mookerjee Institute of Medical Sciences and Research (Balarampur). The IIT requires a professional and experienced Security Agency, which can provide security of high standard with expertise in basic security mechanisms for safeguarding the IIT Kharagpur.

3.4 Visit at IIT, Kharagpur: The bidder is required to provide Security supervisors / Guards to the IIT Kharagpur and is advised to visit on any working day between 10.00 hrs. and 16.00 hrs except Saturday, Sunday and holidays and acquaint himself with the area and operational system. The cost of visiting shall be borne by the bidder. It shall be deemed that the agency has undertaken a visit to the IIT Kharagpur and is aware of the operational conditions prior to the submission of the tender documents. The bidder or his authorized representative may meet Security Officer for any assistance in this regard.

3.5 Agency will render expert advice on regular basis for ensuring the protection of the Institute, equipment and property of IIT Kharagpur. The Proprietor shall ensure round-the-clock high standard security on a 24x7 basis on all the seven days of the week throughout the year to safeguard the premises and assets of the Institute.

3.6 The agency shall furnish the list of each and every person employed by him and deploy to work at IIT Kharagpur/ Kolkata Extension Centre, Rajarhat campus premises, IIT Kharagpur Bhubaneswar Campus & Dr. Syama Prasad Mookerjee...
Institute of Medical Sciences and Research (Balarampur) together with a copy of their latest photograph. The Security Guards/ ex-serviceman personnel and security supervisors deployed by the agency for security duty should be well trained in fire fighting, operating the fire-protection system(s)/ equipment(s) and fire extinguishers and providing first-aid.

3.7 The Security Agency shall issue detailed working instructions to their Security Personnel, which will be a prior approved by the Security Officer, IIT Kharagpur. This inter alia implies that, each individual should know their roles and responsibilities. The Proprietor shall ensure that all his personnel observe cleanliness and wear neat and clean uniforms with ID Cards duly displayed and that they are courteous, polite and prompt, while rendering efficient service in their respective areas. The agency shall have full control over the security staff engaged by him. The agency shall give necessary briefings, guidance and directions to his staff to carry out the jobs assigned to them by the Proprietor and/ or the Institute.

3.8 Security Guards once posted to the unit will not be shifted without the prior permission of the Security Officer, IIT Kharagpur. Similarly, any newly posted Security Guard will be put on duty only after the interview and clearance of the Security Officer, IIT Kharagpur.

3.9 Bio-data with passport size photograph in respect to all personnel detailed for duty will be submitted to the Security Officer, IIT Kharagpur within 15 days of receipt intimation. Once the bio-data is submitted, any personnel inducted on duty will not be changed, up to a minimum period of 6 months.

3.10 Roll call of all guards in the shift duties will be conducted at designated place (within IIT Kharagpur duty campus), who will report to the Duty Officer, Security Section. Roll call will fall in at least 30 minutes before mounting of the shift; Security Guards will be checked for their proper turnout, shave and haircut. The agency shall furnish a detailed duty chart of the deployed personnel as & when there is an addition/ reduction in the deployed strength and keep informed the Security Officer of the Institute of any change in the list of personnel from time to time. The duty chart should give the specific names of security personnel and building-wise respective duties they are required to attend to. A copy of the duty chart shall be also displayed in the Duty Register of each premise.

3.11 If any Security Guard is found not alert or away from his duty post without valid reason, that duty period will be treated as absence. The cumulative period of absence of all such defaulters will be converted in to man hours/ man days at the end of the month and will be reflected as disallowance in the monthly bill.

3.12 In the event of any misdemeanour, like sleeping during duty, be in gander the influence of liquor / drugs or indecent/insolent behaviour on duty place by any Security Guard, such personnel will be removed from duty immediately and shall not be detailed at the Institute in future. This condition will apply also to those personnel found abetting with another person in any sorts of misdeeds.

3.13 Personnel on off duty (weekly off etc.) will not be allowed to visit any duty Posts.

3.14 The right to increase/decrease the strength of personnel posted at any time rests with the IIT Kharagpur.

Signature & Seal of Bidder
3.15 IIT Kharagpur may increase the guard strength up to 40 – 50 % of the posted strength, and then agency should be able to provide the increase manpower within seven days notice, to meet contingency situations.

3.16 The following documents will be maintained by the Unit-in-Charge of the Agency / Company:
   (i) Daily Attendance Register
   (ii) Guard Checking Register
   (iii) Daily Orders Register
   (iv) Occurrence Register
   (v) Documents related to and covered by Labour Department to be displayed and authenticated by Local Labour Officer.
   (vi) Beat Book- by the respective Security Guard.
   **Note:** The stationery to maintain above documentation shall be provided by the Agency. These documents will be put up to the Security Officer, IIT Kharagpur, as and when required by him.

3.17 The agency will provide all materials(s)/ equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer/ winter uniform and protective materials like overcoats, umbrella etc. at his cost.

3.18 There shall be periodical surprise checks of Guards by Officer(s) of the agency during day and night. Report from Duty Officer of Security Section and the Security Officer, IIT Kharagpur shall be reflected in the Guard Checking Register and reported to Security Officer/Duty Officer in writing.

3.19 The Shift -in-Charge posted will make frequent round of all posts/ location during their tenure of duty. Instructions for the rounds will be taken in person from the Duty Officer. They will report to the Duty Officer if anything found suspicious after every four hours and maintain a log of the reports in the Occurrence.

3.20 The Institute will forfeit the Security Deposit, submitted in the form of Demand Draft or Indemnity bond/ Bank guarantee/ Cash deposit, in case the Agency discontinue their service without prior notice and any loss is incurred to the Institute properties due to security lapse.

3.21 In case of any loss/damage caused, not due to natural calamities or disaster, to the property (properties) of the Institute where the complicity or laxity of the Security personnel of the Agency is suspected, after filing an FIR, a joint enquiry will be held to apportion responsibility and determine the quantum of compensation to be paid by Agency. If the enquiry is not able to pinpoint the responsibility, the decision of the Competent Authority of IIT Kharagpur will be final and binding on both parties.

3.22 It shall be binding on the Agency and the staff that, during the association with IIT Kharagpur if they are given, prepare, produce or otherwise receive any drawings, samples, prototypes, products, equipment or knowledge of such items, they must not divulge the same to any party, private or public. Such activities will attract immediate termination of this contract engagement, with appropriate compensation to IIT Kharagpur. Displaying of photos / videos associated with IIT campus security on social media is banned and any negligence will be dealt severely.

3.23 The engagement can be terminated with one month’s notice from either side.

Signature & Seal of Bidder
3.24 Leave Relief: No person shall be sent on leave unless, cleared by the Security Officer. In all such cases, reliever will be positioned prior to sending the personnel to leave.

3.25 The Agency shall be solely responsible for all acts of commission and/or omission on the part of their security personnel posted at the IIT Kharagpur.

3.26 The Agency shall immediately notify IIT Kharagpur in writing of the occurrence of any event which may result in or which may indicate as on 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 Company/agency under this Agreement. The Company/agency also agrees that in the event 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; IIT Kharagpur may at its sole discretion terminate this Agreement forthwith.

3.27 The Security personnel provided should be personnel of high integrity and confidence. The antecedent of the persons engaged should be verified by the Agency/Local Police Authorities/Home Department, as applicable, to the satisfaction of IIT, Kharagpur.

3.28 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, Kharagpur from time to time, relating to the Security of the Institute.

3.29 The Agency shall be responsible and liable for and shall indemnify IIT Kharagpur and keep IIT Kharagpur indemnified and safe and harmless at all times, against any and all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and action in any nature, whatsoever made or instituted against or caused to or suffered by IIT Kharagpur or indirectly by reason if:

(i) any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, default, failure, misfeasance, bad faith, disregard of its duties and obligation under, service, act or omission of or by the Agency and/or any of its staff, and/or

(ii) any theft, robbery, fraud or other wrongful act or omission by the Agency and/or any of its staff.

3.30 The following points should be noted by the bidding agencies:

(i) Security personnel having 3 or more years of experience in similar kind of security jobs should be posted for duty.

(ii) In case of need, detailed person (Ex-serviceman) must have armed license, so that armed man could be deployed as and when required.

(iii) Accommodation may be provided, if available to the outsourced Agency by the Institute on prescribed License fees/charges.
(iv) Three motor bikes should be provided by the agency to shift ASOs/Supervisors for patrolling inside the campus. The fuel/maintenance charges shall be paid by the Institute based on the uses.

(v) Liaison with any trade union and trade union activities will attract the cancellation of services of the Agency forthwith.

(vi) Senior officer of the Agency not below the rank of Branch/Zonal Head will liaise with Security Officer of Institute or any representative of the Security Section, in connection with security arrangement.

(vii) In case of need, Agency should be able to supply and detail extra manpower wherever applicable.

(viii) Institute will not be responsible for any accident/illness and any other casualties during the stay of the security personnel at the campus. Only first aid medical facility will be provided by IIT Hospital. In case of admission in the hospital depending on availability of bed, all the expenditure will be borne by the Agency concerned.

(ix) In connection with security arrangement, distribution and administration requirement, the order of Security Officer, IIT Kharagpur will be final and binding.

3.31 The agency shall pay his workmen deputed at IIT KGP, the wages not less than the monthly rate as mentioned in Annexure-IX. However component no. 1 of Annexure IX may be revised as and when rate of the Minimum wages is revised by notification issued by Centre / State government.

3.32 The agency shall obtain a license from the State Labour Department under the Contract Labour (Regulation & Abolition) Act, 1970 and if necessary, shall also have a separate ESI, PF code number and shall be responsible to cover all their employees under ESI and PF from the date of their engagement and documents in proof thereof shall be submitted to IIT, KHIRAGPUR office for verification and records. The agency will be responsible for compliance for any other statutory requirements in this regard.

3.33 The agency shall submit copies of monthly ESI, PF, and GST remittance of every month respectively with respect to the previous month to IIT KHARAGPUR for records. This is necessary for processing of the monthly bills.

3.34 The agency shall deploy adequate number of personnel, so as to cater to the security arrangements with provision for adequate relievers. The agency shall carry out supervision / overseeing of his own employees deployed in premises of IIT KHIRAGPUR or by his appointed Unit commander. IIT KHIRAGPUR will have right and discretion to ensure that jobs are carried out as per contract. The Proprietor will not allow unauthorized entry of persons to roam about; cut trees/ grass/ firewood, perform sales or promotional campaigns of any kind not related with the Institute or damage any civil or electrical work/ fittings or to scale or damage the boundary wall from in/ out side of the Board premises. It is also to be strictly monitored that no outsider should park his/ her vehicle inside the boundary of the premises.
3.35 In case any of the security personnel goes on leave for more than 2 days, alternative arrangement shall be done by the agency.

3.36 The agency will be responsible for safety and security of Assets inside and outside of the premises of IIT Kharagpur.

3.37 It will be the sole responsibility of the agency that the men engaged are trained and the IIT Kharagpur will not be liable for any mishap, directly or indirectly.

3.38 The security works will be periodically checked by the Competent Authority, or any person authorized by him to ensure quality of work.

3.39 Only physically fit personnel shall be deployed for duty by the agency.

3.40 No agent, middleman or any intermediary will be engaged to provide any service, or any other item of work related to the performance of this contract.

3.41 Offer must be submitted in accordance with the instruction laid down in detailed tender documents.

4. GENERAL TERMS & CONDITIONS

4.1 **Duration of Contract:** The contract term shall be initially for a period of 01 (one) year. Based on satisfactory performance, the contract term would be renewed on a yearly basis at the sole discretion of the Board, for a maximum all-inclusive period of 03 (three) years, from the date of commencement of the contract. The contract is renewable thereafter at the discretion of the Board, on terms and conditions to be mutually agreed upon.

4.2 **Bid Security Declaration:** No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per Annexure – VIII with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

4.3 **Price:** The bidders should quote their service charge which is inclusive of all as specified in the prescribed format (Annexure – IX). GST will be applicable as per rule. The total amount must be legible, written in computer or type written or neatly hand written both in words and figures. In case of discrepancy, the amount written in word will prevail.

4.4 **Minimum Wages:** The successful bidder shall have to comply with minimum wages stipulated by Centre / State Govt. of India and other statutory dues as per rules/notifications etc. with regard to payment of wages to the personnel deputed at IIT Kharagpur for the above work. As and when the rates of minimum wages are increased/decreased, the successful bidder should inform IIT Kharagpur regarding revision of rates to the tune of increase and decrease of minimum wages and related statutory dues. Other statutory payment will be revised subject to production of notification/order etc., of the respective authority. All the revision will be subject to the approval of the Competent Authority of IIT Kharagpur. Bidder
must quote the basic wages plus VDA of Security Supervisor more than Security Guard, Assistant Security Officer’s basic wages plus VDA must be more than that of Security Supervisor, Unit Commander’s basic wages plus VDA must be more than that of ASO.

4.5 **Agreement:** The work should be taken up within 15 (fifteen) days from the date of issue of work order. The successful bidder shall execute an Agreement with IIT Kharagpur on Non Judicial Stamp Paper of appropriate value before the commencement of work.

4.6 **Security Deposit:** The successful bidder shall within 15 days of the date of issue of Work Order deposit with IIT Kharagpur a sum equal to 03% of the value of the accepted tender as security deposit, in the form of Demand Draft/Bank Guarantee, failing which IIT Kharagpur may at its discretion cancel the Work Order. The security deposit amount of 03% of the contract value so deposited will be refunded after 60 (sixty) days from the date of completion of all contractual obligations of the agency duly certified by an officer designated for the purpose. No interest will be paid for the security deposit. In case of extension of the contract, Bank Guarantee may be suitably extended up to 60 (sixty) days from the date of completion of all contractual obligations of the agency duly certified by an officer designated for the purpose.

4.7 **Termination without Compensation:** In the event of violation of any terms and conditions of the Tender documents or the agreement, it would be construed, as a breach of contract and IIT Kharagpur will be entitled to terminate the contract without any compensation in lieu thereof and the security deposit made by the agency towards successful implementation of the contract may be forfeited.

4.8 **Amendment of Tender Documents:** At any time prior to the last date for submission of tenders, IIT Kharagpur may, for any reason, modify the tender document. Such modification will be hosted on the Institute website and CPPP.

4.9 **Conditional bid:** Conditional bids are liable to rejection summarily.

4.10 **Compliance with Laws:** The agency shall ensure full compliance with all statutory laws of the Government of India with regard to this contract and shall be solely responsible for the same. The agency shall keep IIT Kharagpur fully indemnified against liability of tax, interest, penalty etc. of the agency in respect thereof, which may arise.

4.11 **Delay in downloading:** IIT Kharagpur shall not be responsible in any way for any delay/difficulties/inaccessibility of the downloading facility from the website for any reason whatsoever.

4.12 **Correctness of downloaded bid:** Bidders will be solely responsible for the correctness/genuineness of the downloaded tender documents from the website. If the offer submitted through the downloaded tender documents is incomplete or with changed contents, the same will be summarily rejected.

4.13 **Submission of Bills:** The bills shall be submitted in triplicate in the following month for payment. The proof of payment of salary, deposit of PF, ESI, GST, weekly off, etc. has to be provided to IIT Kharagpur for verification every month. The bills
will not be processed if documentary evidence in respect of the above are not submitted.

4.14 **Monthly Bills:** The Agency should provide monthly bills for payment along with a copy of Attendance Roll of the previous month duly signed by him/them and the designated personnel of IIT Kharagpur.

4.15 **Payment Terms:** Payments will be made within 20 days through cheque/ECS/NEFT/RTGS after receipt of invoice/bills. However, any increase/decrease in total payment will be given with effect from revision as notified by Govt. of India in respect of statutory dues like rate of minimum wages, EPF, ESI etc. is intimated to IIT Kharagpur. No advance payments will be made and approved by IIT, Kharagpur.

4.16 **Income Tax:** IIT Kharagpur will deduct Income Tax at source as per Income Tax Act from the agency's bill at the prevailing rates of such sum as income.

4.17 **Acceptance of bids & withdrawals:** The right of final acceptance of the tender is entirely vested with the Director, IIT Kharagpur who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT Kharagpur to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

4.18 **Tender Evaluation Criteria:** The committee of IIT Kharagpur will prepare a list of firms based on compliance of terms and conditions of the tender. The tenders, which do not conform to the conditions stated in the tender, shall be rejected. Price bids of eligible bidders will be opened on a subsequent date. It shall be deemed that the bidder is aware of the operational conditions as stated in the tender, prior to submission of the price bid which will be evaluated accordingly.

4.19 **Alterations/Modifications:** The IIT Kharagpur reserves the right to make alterations in the number of personnel deployed as per actual requirement. The agency shall deploy such personnel also at the rate as agreed to in the Work Order.

4.20 **Performance of Agency:** In case the agency fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IIT Kharagpur reserves the right to impose penalty as deemed fit.

4.21 Any act on the part of the bidder to influence anybody in the IIT KCHARAGPUR is liable for rejection of his tender.

4.22 The agency will indemnify IIT Kharagpur from any claim/statutory non-compliance/damage/compensation etc. arising out of this contract.

4.23 The agency shall not engage any sub-agency or transfer the contract to any other person in any manner.
4.24 All liabilities arising out of accident, death, loss or damage while on duty shall be borne by the agency.

4.25 Any case of theft, loss or damage to the property of IIT Kharagpur on account of malfeasance, negligence, connivance or any other misdemeanor on the part of the Agency/Security Personnel, if so, established prime facie by IIT Kharagpur Authorities, the agency shall have to make good the loss to IIT Kharagpur.

4.26 The agency and its staff shall take proper and reasonable precautions to prevent from loss, destruction, waste or misuse the areas of responsibility given to them by IIT Kharagpur and shall not knowingly lend to any person or company any of the effects of the IIT Kharagpur under its control. In case, any damage is caused to IIT Kharagpur's property by the agency or his deployed person, the agency shall be liable to reimburse the cost of such damage to IIT Kharagpur, failing which security money will be adjusted and balance (if any) will be deducted from the running bill of the Agency.

4.27 The Security Personnel deployed should have reasonable knowledge in spoken and written Hindi/English/Bengali.

4.28 IIT Kharagpur shall not be under any obligation for providing employment to any of the worker of the agency after the expiry of the contract. The IIT Kharagpur does not recognize any employee employer relationship with any of the workers of the agency.

4.29 The Contract may be terminated/short closed by giving not less than one month's notice by either side.

4.30 If any dispute arises regarding payment of wages and other statutory dues to the workmen deployed at IIT Kharagpur. The Institute will not be held responsible for that under any circumstances. All bidders must take these into account at the time of bidding.

4.31 The agency shall be bound to submit any statutory document on demand by the competent authority of IIT Kharagpur.

4.32 The agency shall maintain all records about the statutory compliance as per the Government of West Bengal/ Govt. of India rules and regulations at their premises. IIT Kharagpur will have the right to verify each and every document.

4.33 Settlement of Disputes: It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT KGP. The Bidder shall make request in writing to the Director for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT Kharagpur. The decision of the Director, IIT Kharagpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.

4.34 Jurisdiction: The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.
## TECHNICAL BID DOCUMENT

**FORMAT TO BE FILLED BY THE AGENCY AND SUPPORTING DOCUMENT SHOULD BE PROVIDED FOR SUBMITTING TENDER FOR PROVIDING OF SECURITY SERVICES AT IIT KHARAGPUR**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Eligibility Criteria</th>
<th>Compliance (Y/N)</th>
<th>Supporting Documents</th>
<th>Page No. (From – To)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Organization/Firm, location of office with complete address with Telephone /Fax nos. and email address.</td>
<td></td>
<td>Relevant information on Organization Letterhead</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The security agency should possess Certificate of Registration with Registrar of Companies under Companies Act, and/ or Shops &amp; Establishment Act etc. (As per eligibility conditions at clause 1.1)</td>
<td></td>
<td>Certificate of Registration with Registrar of Companies under Companies Act, and/ or Shops &amp; Establishment Act etc.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The agency should have a regional or zonal or Head quarter office in West Bengal, preferably in Kharagpur/Paschim Medinipur/Kolkata (As per eligibility clause 1.2)</td>
<td></td>
<td>Information on Organization Letterhead and Undertaking, if required</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The agency should possess license from the appropriate authority <em>(Central, State of West Bengal and State of Odisha)</em> under the Private Security Agencies (Regulation) Act 2005. The agency should not have been black listed by any Government or Semi-Government organization</td>
<td></td>
<td>Valid Certificate issued by the appropriate authority, Self-Declaration on non-blacklisting by any Government or Semi-Government organization</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Experience in performance of similar nature of contracts continuously for last preceding 05 years as on last date of submission of tender in Central/State Govt. Depts./Organization/PSUs or in reputed establishments/ Educational Institutions.</td>
<td></td>
<td>Copies of Work Orders and Completion Certificates with Contract duration in chronological order</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The Agency should have supplied minimum 150 number of trained security personnel at least three sites and should have successfully completed the full tenure of contract. Relevant certificates of successful completion of contract should be enclosed from three sites of Security Contract.</td>
<td></td>
<td>Copies of Work Orders and relevant certificates of successful completion of contract (mentioning the number of manpower supplied) from 03 (three) sites</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The agency should have at least one running security services contract in hand, where deploy is more than 200 personnel.</td>
<td></td>
<td>Copy of Work Order and extension order, if any in chronological order</td>
<td></td>
</tr>
</tbody>
</table>

*Signature & Seal of Bidder*

*ANNEXURE – 1*
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>8</td>
<td>The Agency must have Minimum 1000 men on roll, out of which at least 150 should be ex-serviceman men. Other than Ex-servicemen personnel, rest of manpower must have 05 years of experience in Security Service.</td>
<td>Copies of Work Orders, ESI/EPF remittance, Pay Roll &amp; Self-Declaration</td>
</tr>
<tr>
<td>9</td>
<td>All bidders should submit along with their tender copies of the valid licence no. under Contract Labour Act, Pan card, PF registration certificate, ESI Registration Certificate, GST Registration number and Financial information, affidavit, declaration etc. as per given format.</td>
<td>All supporting relevant certificates/documents</td>
</tr>
<tr>
<td>10</td>
<td>The bidder must have a minimum average turnover of Rs. 10,00,00,000.00 (Rupee Ten Crore only) during the last preceding three years.</td>
<td>Audited statement of Accounts for the last three years along with the tender documents. In case of exemption from the requirement of Audit of statement of Accounts, necessary certificate should be provided.</td>
</tr>
<tr>
<td>11</td>
<td>Solvency Certificate of an amount not less than Rs. 50.00 lakhs issued by a scheduled bank within the last six months</td>
<td>Solvency Certificate as per prescribed format at Annexure - V</td>
</tr>
<tr>
<td>12</td>
<td>The bidder must submit copy of acknowledgement of Income Tax Return for last three years.</td>
<td>Copies of acknowledgement of Income Tax Return for last three years.</td>
</tr>
<tr>
<td>13</td>
<td>A copy of audited Balance sheets of latest last three years to be attached.</td>
<td>Copies of audited Balance sheets of latest last three years</td>
</tr>
<tr>
<td>14</td>
<td>The Agency should be able to deploy fit and healthy smart Security Guards including ex-serviceman {Ratio; 80% (trained security guards): 20% (ex-servicemen)}, whose age should not be more than 45 years. No over aged security personnel will be eligible for performing duty at IIT Kharagpur. Trained security guards should have an experience of at least 05 years of working as security guard in any organization</td>
<td>Self-Declaration</td>
</tr>
<tr>
<td>15</td>
<td>The trained security Guards/ ex-serviceman engaged for duty must be conversant in handling standard fire fighting equipment.</td>
<td>Self-Declaration</td>
</tr>
</tbody>
</table>

Signature & Seal of Bidder
<p>| | |</p>
<table>
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<tbody>
<tr>
<td>16</td>
<td>The bidder should have well-structured training facilities for training of security guards. A Technical Committee from the Institute may visit the Zonal or Regional Headquarters offices during the process of short listing of agencies to ascertain their training facilities and man-power management.</td>
</tr>
<tr>
<td></td>
<td>Self-Declaration</td>
</tr>
<tr>
<td>17</td>
<td>Tender Fee Rs. 1000/- in the form of DD</td>
</tr>
<tr>
<td></td>
<td>Original DD / Exemption certificate</td>
</tr>
<tr>
<td>18</td>
<td>Bid Security Declaration</td>
</tr>
<tr>
<td></td>
<td>As per prescribed format at Annexure - VIII</td>
</tr>
<tr>
<td>19</td>
<td>Any other information / relevant certificates</td>
</tr>
</tbody>
</table>

Bidders are requested to attach all relevant documents in support of your claims (as above) in the same sequence mentioned above.

Signature of Bidder with Seal
ANNEXURE - II

DECLARATION

1. I, -------------------------------- Son /Daughter of Shri --------------------------------- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -------------------------------- am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

6. I/we hereby conform and declare that I/we am/are not blacklisted /De-registered / debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services.

-----------------------------------------------
Signature of the Authorized Person

Date : -------------------------- Full Name : --------------------------
Place : -------------------------- Company Seal : --------------------------
AFFIDAVIT

I/ We  _____________________________________________ (Name) Agency/ Partner / Sole Proprietor (strike out word which is not applicable) of the (Firm)  _____________________________________________ do hereby solemnly affirm and declare that the individual firm/ companies are neither black-listed by the Union or State Government nor any partner/ Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/ our firm.

DEPONENT

Address:
________________________________________________________
________________________________________________________

Verification:
Verified that the contents of above affidavit are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been kept concealed there from.

DEPONENT

Place:

Dated:

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner)

Signature of the Bidder with date and Seal

Signature & Seal of Bidder
### ANNEXURE –IV

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED OR IN OPERATION DURING THE LAST FIVE YEARS.**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of institution/ Organization where similar work carried out.</th>
<th>Cost of works in lakhs Rs.</th>
<th>Category of Security Manpower deployed (Ex-servicemen / Trained Security Guard)</th>
<th>Number of Security Manpower deployed</th>
<th>Date of commencement as per contract</th>
<th>Actual date of completion</th>
<th>Name and Address/ Tel. No. of Officer to whom Reference may be made</th>
<th>Copy of Work Order and/or completion certificate enclosed (Yes/No) and if Yes, Pg. No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

Seal & Signature of the Bidder

Signature & Seal of Bidder
To
The Registrar
Indian Institute of Technology Kharagpur
Kharagpur- 721302
West Bengal

**Solvency Certificate**

This is to certify that to the best of our knowledge and information, M/s................................................. (address) .................. a customer of our bank is respectable and be treated as good for an engagement up to a sum of Rs.............................. (Solvency amount) ...................... only as on............ (Date of Certificate).

This Certificate has been issued without any risk and responsibility on the part of the Bank or any of its officers. This certificate is issued at the specific request of the customer.

Yours faithfully,

For............................... Bank
Bank Officer with designation

Signature of the Bidder with date and Seal

Signature & Seal of Bidder
FINANCIAL INFORMATION

I. Financial Analysis

Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three preceding years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
<th>Year ending 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2018-19</td>
</tr>
<tr>
<td>01</td>
<td>Gross annual turnover in the similar works</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Profit (+) / Loss (-)</td>
<td></td>
</tr>
</tbody>
</table>

1. Solvency certificate of Rs. 50 Lakhs from Bankers of Applicant.
2. Income Tax Returns.
3. Audited Account of the company for last three years.
4. Income Tax Pan Details.
5. GST No.

This is to certify that to the best of my knowledge and belief, the aforesaid facts and figures are correct and in conformity with the books of accounts of the establishment.

Dated: Signature of Chartered Accountant

with seal and membership number
# Requirement of Security Personnel

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>No of persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit Commander (Preferably ex-serviceman)</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Security Officer</td>
<td>04</td>
</tr>
<tr>
<td>3</td>
<td>Lady Assistant Security Officer</td>
<td>01</td>
</tr>
<tr>
<td>4</td>
<td>Security Supervisor</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Lady Security Supervisor</td>
<td>03</td>
</tr>
<tr>
<td>6</td>
<td>Security Guards (20% should be ex-servicemen)</td>
<td>369</td>
</tr>
<tr>
<td>7</td>
<td>Lady Security Guards</td>
<td>55</td>
</tr>
<tr>
<td>8</td>
<td>Vehicle Driver</td>
<td>04</td>
</tr>
<tr>
<td>9</td>
<td>Office Clerk/ Security guard</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>450</strong></td>
</tr>
</tbody>
</table>

**Note:**

1. The above requirement may be changed subject to necessity.
2. The security personnel deployed at IIT Kharagpur/Kolkata should be physically & medically fit and age should not be more than 45 years.
3. Three motor bikes should be provided by the agency to shift ASOs/Supervisors for patrolling inside the campus. The fuel/maintenance charges shall be paid by the Institute based on the uses.
BID SECURITY DECLARATION

1. I,-------------------------------------------------Son /Daughter of Shri ------------------------

Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s.------------------

------------------------------------------------am competent to sign this Bid Security

Declaration and execute this tender document and hereby declare that;

2. I understand that, according to your conditions, bid must be supported by a Bid

Securing Declaration.

3. I accept that I will automatically be suspended from being eligible for bidding in

any contract with IIT Kharagpur for a period equal to the duration of the contract

for tender related to 'Services' and/or 01 to 03 years in case of 'Procurement of

Goods' from the date of notification, if I am in a breach of any obligation(s) under

the bid conditions, because I;

   a. have withdrawn/modified/amended, impairs or derogates from the tender
during the period of bid validity specified in the bid document, or

   b. having been notified of the acceptance of our Bid by IIT Kharagpur 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 General terms and conditions & Instructions to Bidders.

4. I understand this Bid Securing Declaration shall cease to be valid if I am not the
successful Bidder, upon the earlier of (i) the receipt of your notification of the name
of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
my Bid.

Signature of the Authorized Person
Date: ------------------------
Full Name: ------------------------
Place: ------------------------
Company Seal: ---------------
**ANNEXURE – IX**

**PRICE BID**

Sub: TENDER FOR PROVIDING OF SECURITY SERVICES AT IIT KHARAGPUR

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Percentage</th>
<th>Unit Commander</th>
<th>Assistant Security Officer</th>
<th>Security Supervisor</th>
<th>Security Guard</th>
<th>Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(To be quoted by the Bidder)</td>
<td>(To be quoted by the Bidder)</td>
<td>Per head per month</td>
<td>Per head per month</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Basic wages plus VDA</td>
<td></td>
<td></td>
<td></td>
<td>15834.00</td>
<td>15834.00</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EPF</td>
<td>13.00%</td>
<td></td>
<td></td>
<td>As applicable</td>
<td>As applicable</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>ESI</td>
<td>3.25%</td>
<td></td>
<td></td>
<td>As applicable</td>
<td>As applicable</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Bonus</td>
<td>8.33% on wages (subject to max Rs 7000 per Annum)</td>
<td></td>
<td></td>
<td>As applicable</td>
<td>As applicable</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Total per head per day for 8 hrs duty for 26 days in a month (Sl.No.1+2+3+4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Relieving Charges (1/6th of total of Sl. No. 5.)</td>
<td></td>
<td></td>
<td></td>
<td>As applicable</td>
<td>As applicable</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Total per person (Sl. No. 5+6)</td>
<td></td>
<td>(x1)</td>
<td>(x2)</td>
<td>(x3)</td>
<td>(x4)</td>
<td>(x5)</td>
</tr>
<tr>
<td>8.</td>
<td>Required security personnel</td>
<td></td>
<td>01</td>
<td>05</td>
<td>15</td>
<td>425</td>
<td>04</td>
</tr>
<tr>
<td>9.</td>
<td>Amount per month for all security personnel</td>
<td></td>
<td>(Z1=x1*01)</td>
<td>(Z2=x2*05)</td>
<td>(Z3=x3*15)</td>
<td>(Z4=x4*425)</td>
<td>(Z5=x5*04)</td>
</tr>
<tr>
<td>10.</td>
<td>Total salary per month for all security personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In figure</td>
</tr>
<tr>
<td>11.</td>
<td>Service Charges @</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Amount per month (R)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>GST as applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Grand Total (in words)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In Figure</td>
</tr>
</tbody>
</table>

Grand Total Amount, in Rupees: In figures: ________________________________.

(In words): ________________________________.
Note:

1. The above rates of Minimum wages i/c VDA as notified by the office of the Chief Labour Commissioner (C), New Delhi, Ministry of Labour and Employment, Govt. Of India to be considered for security personnel without arms. The Bidders are required to quote latest Minimum wages i/c VDA as notified by the Govt. and applicable on bid submission end date. While quoting, the bidders shall consider rates only for “C” category city for all security personnel. However, actual payment for deployment of manpower shall be made based on the manpower posted in respective city category.

2. Service / administrative charges should be in conformity with the Ministry of Finance, Department of Expenditure, PP Division’s OM No. 29(1)/2014-PPD dated 28/01/2014 and notification issued by Govt. of India from time to time in this regard. “If a firm quotes ‘NIL’ Charges / consideration, the bid shall be treated as unresponsive and will not be considered. While in a separate clarification issued by Ministry of Commerce & Industry vide letter no: 31/14/1000/2014-GA dated 17.09.2014, it has been mentioned that the Quotations offered over and above the minimum wages of the Central/State Govt. (as applicable) pertaining to Service Charges/ Administrative Charges quoted by the bidder necessarily has to be over and above Zero percent. Further zero percent included all derivatives of zero upto 0.9999 and thereof. Any service charge not adhering to the above guidelines should be considered unresponsive and such bid should not be considered. The service charges is also to be at Percentage common to all categories. In case two or more agencies are found to have quoted the same rates of service charges which is termed as the lowest service charge, the lowest bidder amongst them will be decided based on the highest value of gross income of the bidder as depicted in the IT annual returns. Accordingly, bidders have to enclose self attested copies of IT returns and audited financial statements along with their technical bid.

3. The additional security guard, whenever required, will be intimated by IIT, Kharagpur.

4. Service/ Administration charges/ any other charges quoted by the firm/ agency/ company would be fixed for the entire period of contact. However, IIT Kharagpur will pay notified rates as revised by the state / central government.

DECLARATION

I/We have read the tender documents and are fully aware of the terms and conditions. I/We shall abide by all the terms and conditions and hereby undertake to pay the personnel deployed by us at IIT Kharagpur at the rate of Minimum Wages and other statutory dues notified by the Competent Government Authority from time to time.

Signature of the Bidder with date and seal

Note: All pages of the bid documents must be serially numbered and signed.