



# Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in))



## TENDER DOCUMENT

### FOR HIRING OF SECURITY AGENCIES FOR PROVIDING SECURITY SERVICES AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO.  
IIMKASHIPUR/PUR DEPTT / NIT / 12 / 2023-24 DATED 24 JANUARY 2024

### SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Human Resource Development, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in two bid systems from reputed, experience and financially sound agencies/companies (no brokers, intermediaries or aggregators) having capacity to provide security services with required number of uniformed trained guards along with necessary electronic and other surveillance equipment for maintaining the security at the IIM Kashipur. The bidders must have a registered/branch office in the district of Udham Singh Nagar in the state of Uttarakhand so as to be able to provide manpower for Security Services for IIM Kashipur's campus at the address provided above.

#### Brief Tender Details:

Tender Description	Estimated Value (Rs.)	Tender Fees (Rs.)	Earnest Money Deposit (EMD) (Rs.)	Contract Period
Tender for Hiring of Security Agency for providing Security Services for IIM Kashipur Campus	1,00,00,000/- (per annum) approx.	2,000/-	Rs. 2,00,000/- (Rupees Two Lakh)	Minimum 02 years from the date of contract.

The tender document can be downloaded from Institute website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in) and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

#### Critical Dates of Tender:

Sl. No.	Particulars	Date	Time
1	Date and Time of online Publication/Download of Tender	24 January 2024	1300hrs
2	Bid Submission start date & time	25 January 2024	1100hrs
3	Date of Pre - Bid Meeting	06 February 2024	1300hrs
4	Bid Submission close date & time	19 February 2024	1700hrs
5	Opening of Technical Bid	20 February 2024	1130hrs



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## INSTRUCTIONS TO BIDDERS

1. Bids in sealed cover are invited for rate contract under two bid system (Technical Bid placed as Annexure-I and Financial Bid placed as Annexure-II) from reputed experienced and financially sound parties listed in this NIT. Please super scribe the outer cover of the sealed bid as “HIRING OF SECURITY AGENCY FOR PROVIDING SECURITY SERVICES AT IIM KASHIPUR”, NIT/12 (dated 24 January 2024) to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.
2. The Financial bids of only eligible and Technically qualified bidders will be opened, after the same has been ascertained by evaluation of the Technical Bids by the Technical Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
3. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: <a href="http://www.iimkashipur.ac.in">www.iimkashipur.ac.in</a>
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	<a href="mailto:purchase@iimkashipur.ac.in">purchase@iimkashipur.ac.in</a>
Last date and time of submission of bid	<b>19 February 2024 at 1700hrs.</b> Any changes of the schedule will be notified on the Institute’s website.
Date and time of opening of Technical Bid	<b>20 February 2024 at 1130hrs</b> onwards. Any changes of the schedule will be notified on the Institute’s website. If the date is holiday, the next working day will be the opening date of the tender. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

4. **Cost of Bid Document/Tender Fee:** Bidders can download bid / tender document from the website of IIM Kashipur and CPPP portal and submit the non-refundable processing fee of ₹ 2000/- (inclusive of GST) (Rupees Two Thousand only) in the form of Demand Draft or Banker's Cheque in favour of “Indian Institute of Management, Kashipur”.
5. **Tender Value/Estimated Volume of Business** The yearly total estimated cost/bid value/tender value of the NIT is approximately Rs. 1,00,00,000/- (Rupees One Crore only).
6. **Issue of Tender:** The tender document can be downloaded from the Institute website - [www.iimkashipur.ac](http://www.iimkashipur.ac). In or [eprocure.gov.in](http://eprocure.gov.in). The tender cost is Rs. 2,000/- (non-refundable) is to be rendered through a demand draft as cited above. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.



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7. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.
8. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.
9. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
10. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above and this should contain two separate envelopes of Technical Bid and Financial Bid, duly marked with the content on each. The Technical Bid should contain copy of NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by demand draft (Tender Fees) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services. Financial Bid envelope should contain Annexure-II of the NIT, duly filled and signed.
11. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at [purchase@iimkashipur.ac.in](mailto:purchase@iimkashipur.ac.in) latest by 06 February 2024, any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.
12. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
13. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.
14. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
15. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **2,00,000/- (Rupees Two Lakhs only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from



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the tender in any respect within the validity period of their tender.

**16. Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of DD/Banker's Cheque/Bank Guarantee deposit through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to **05 lakhs (Rupees Five Lakh only)** within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry contract.

- The PBG shall be released after the completion of the work pursuant to this Contract based on the "Completion Certificate" issued by IIM KASHIPUR stating that the Bidder has completed the work in all respects, satisfactorily. The PBG, however, shall be released only after the expiry of the contract period, and after clearance of the final bill based on "**No Claim Certificate**" from the Bidder.
- In case where the Contract has been rescinded, the PBG will be forfeited, and the Bank Guarantee shall be encashed and the balance work shall be completed independently by IIM Kashipur at the risk and cost of the Original successful Bidder. The Original successful Bidder shall be debarred from participating in the subsequent Bidding process for executing the balance work. If the failed bidder is a Joint Venture or a Partnership Firm, then every member or partner of such a firm shall be debarred from participating in the subsequent bidding process for the balance work either in his individual capacity or as a partner of any other Joint Venture or Partnership Firm.
- In case the contract being determined as terminated or rescinded under provision of the contract, the PBG shall be forfeited in full.
- If the contract gets dissolved due to the death or retirement of any partner or for any reasons whatsoever before completing whole work or part of it undertaken by the principal, the partners will remain jointly and severally responsible to complete the work to the satisfaction of IIM Kashipur. Failing which, they will be liable to pay the compensation for the loss sustained, if any, by IIM Kashipur due to such dissolution, the amount of such compensation shall be fixed by IIM Kashipur and its decision in the said matter shall be final and binding on the Bidder.

**17. Payment Terms :-** Payments will be made through ECS/ NEFT on monthly basis after submission of the ink- signed bills for the completed services during the month. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a "**No Claim Certificate**" to IIM Kashipur.

## SECTION – II

### REGISTRATION PROCESS

- (i) 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 "Click **here to Enrol**" on the CPP Portal is free of charge.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) 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.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sift' / TCS / nCode / eMudhra, etc.), with their profile.



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- (v) 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.
- (vi) Bidders can then log in to the CPP Portal through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## SECTION – III

### Conditions of the Contract

#### **1. General Terms and Conditions:**

- (a) The contract will be for two years starting from the date of awarding the contract. The contract shall be extendable annually on satisfactory performance and mutual consent of both the parties. Proposed date of commencement of the Work/Contract: **01 May 2024.**
- (b) The nature of services provided by the Contractor and its employees would purely be of contractual nature. Under no circumstances shall this give the Contractor or any of its employees the right to claim permanent employment with IIM Kashipur.
- (c) IIM Kashipur is only seeking the requisite Security Manpower supply services from the Bidder.
- (d) The wages of the outsourced security manpower will be ascertained as per the minimum wages declared by the Govt of India. No price escalation, other than minimum wages revision, shall be entertained by the Institute during the period. In case of any changes in the minimum wages as per the Applicable Laws during the Contract period, IIM Kashipur shall pay the Contractor the difference in wages from the amount mentioned in the contract on pro rata basis. The Total Price includes minimum Wage, ESI, EPF, Admin charge and GST on the mentioned components. Contractor will thus quote in the Financial Bid format over and above the following components as a Service Charge and Special Allowance, if any.
- (e) Escalation towards payment of salaries / wages of the employees shall not be accepted on any ground during the contract period. No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Contractor will be entertained by the Institute. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the Institute shall not have any liability whatsoever on this account. The contractor shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost. The Contractor shall maintain all statutory registers under the Law and shall produce the same, on demand, to the institute or any other authority under Law. The Contractor shall also abide by and comply with the Labour laws, Workmen Compensation Act, EPF Laws, ESIC Laws, Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.
- (f) Manpower so engaged by the Contractor shall be trained for providing services. The police verification, character and antecedent's verification of the employees is the whole and sole responsibility of the Service Provider. The same may be verified by the Institute at the time of joining of the employees, if so desired.
- (g) In case the submission of monthly bills is delayed by the Contractor beyond 15 days from the last day of the month in which the services have been provided, the entire liability towards payment of interest/penalty to the tax authorities would be borne by the respective contractor.
- (h) The responsibility of effective and efficient delivery would rest with the Contractor. The contractor would be required to provide sufficient and qualified security manpower, capable of supporting the functioning of the institute.



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- (i) The IIM Kashipur shall not be under any obligation for providing empanelment to any of the personnel of the Contractor after the expiry of the contract. The institute does not recognize any employee employer's relationship with any of the workers of the contractor.
- (j) The working hours and days of the security manpower deployed will be as per the existing applicable rules of the IIM Kashipur.
- (k) The Contractor shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the security services remain valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Contractor to the IIM Kashipur on demand. The Contractor shall nominate a coordinator as a point of contact to his office who shall be responsible for interaction with the institute so that optimal services of the persons deployed could be availed without any disruption.
- (l) A local representative of the Contractor shall be in-charge of the Contractor system and shall be responsible for the efficient rendering of the service under the contract. Any deployed staff whose duties are at night shall use proper protection and lighting devices while performing their duties.
- (m) The personnel deployed by the Contractor in the IIM Kashipur shall be removed immediately if, the IIM Kashipur considers such removal necessary on personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the IIM Kashipur and only after approval of the competent authority.
- (n) The Contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIM Kashipur, Govt. of India/any State of any Union Territory.
- (o) The IIM Kashipur will not provide any type of residential space for accommodation to the deployed staff.
- (p) The staff employed by the Contractor will not join any union of the IIM Kashipur nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIM Kashipur and shall have absolutely no claim to subscribe or for election in any of the unions of the IIM Kashipur.
- (q) In the event of any loss being caused to the IIM Kashipur on account of the negligence of the employee of the Contractor, the Contractor shall make good the loss sustained by the IIM Kashipur, either by the replacement or on payment of adequate compensation on actual basis.
- (r) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract.
- (s) None of the employees of the Contractor shall enter any kind of private work within or outside the campus of the IIM Kashipur non-compliance with this provision will be deemed to be violating of the contract inviting penal action.
- (t) In a satisfactory manner to the IIM Kashipur, the Contractor shall provide necessary security manpower to attend to the various needs of services at the IIM Kashipur premises.
- (u) No worker/Supervisor shall be allowed to perform continuous duty beyond one shift. An security staff of the Contractor shall not work for more than 26 days in a month. Hence proper rotation of employees will have to be done by the Contractor.
- (v) The Contractor shall have a proper system of checking the workers on duty especially at night, if deployed. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.



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- (w) The tender shall remain valid for a period of three months from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled, and the Earnest Money shall be forfeited.
- (x) Any one or more the following action/commission/omission are likely to cause summary rejection of tender:
- i. If the EMD and / or Tender fee is not found in order or receipts are not attached with the Technical Bid.
  - ii. Any bid received late without conclusive proof that it was delivered before the specified closing time.
  - iii. Any bid received unsealed or improperly sealed
  - iv. Any conditional bid or bid offering rebate
  - v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents
  - vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.
- (y) IIM Kashipur reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. The lowest bidder shall be decided by the service charge quoted as per financial bid.
- (z) The successful contractor should execute a Contract on non-judicial stamp Rs. 100/-, incorporating the various terms and conditions. In the event of bidder backing out before actual award of execution of Contract, such bidder will be liable to forfeit the EMD. The decision of the Hon'ble Director of IIM Kashipur will be final in all respect and will be acceptable to all the tenderers.
- (aa) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
- (bb) The award to MSME Firms shall be regulated as per Govt. Guidelines issued from time to time.
- 2. Non-disclosure of Contract documents:** Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.
- 3. Termination of Contract:** IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-
- (i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.
  - (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
  - (iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.



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4. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
5. **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.
6. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.
7. **Data Security:** The Contractor / Bidder acknowledges and agrees that while performing its obligations under this Contract, the Contractor / Bidder and / or its employees may be given access to certain data of IIM Kashipur. Any unauthorised use of such data by the Contractor / Bidder and / or its employees may be detrimental to IIM Kashipur. It is agreed between the Parties that Contractor / Bidder and / or its employees shall use any and all data provided by or accessed at IIM Kashipur solely for performing its obligations under this Contract, and will not, at any time disseminate, share, misuse, transfer, save, download, print, disclose, or in any other way use the data other than as specifically and directly required for the provision of the services under this Contract or as directed by IIM Kashipur in writing.
8. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.
9. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.



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**10. Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof ) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

**11. Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

## SECTION- IV

### SPECIAL TERMS AND CONDITIONS OF CONTRACT

#### **1. COMMENCEMENT OF THE CONTRACT**

1.1 The successful bidder shall acknowledge the same by sending the letter of acceptance of the work order immediately.

1.2 The successful bidder shall arrange the Performance Guarantee strictly in consonance with Clause 15 of Section -I of the Tender document.

1.3 The successful bidder shall prepare a list of the workers to be recruited & deployed, if required, with their complete details, Qualification, Total Experience, ESI (if applicable), EPF (if applicable), Bank Account Number, Aadhar Number, Police Verification to be produced at the time of formal execution of the contract;

1.4 No worker below the age of 18 (Eighteen) years shall be engaged by the Contractor for deployment at IIM-Kashipur. The Contractor shall follow the statutory regulations of the Government and / or of IIM-Kashipur, as issued by them from time to time.

1.5 After execution of the contract, the contractor shall provide bio-data of all persons engaged by it for deployment at IIM-Kashipur. Antecedents of the security manpower viz. 3 passport size photographs, details of qualifications along with proof, experience certificate, Aadhar Card needs to be submitted before the commencement of the contract. The Contractor shall be fully responsible for ensuring correctness of the documents submitted by the workers for engagement against various areas of deployment.

1.6 The contractor shall submit undertakings obtained from each worker to be deployed that the employment is temporary in nature, before the commencement of the contract.



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1.7 The successful bidder / contractor shall produce the License under Contract Labor Regulation & Abolition Act, 1970, within a period of one month from the date of commencement of the Contract.

1.8 Payment of Bonus:

- a) Pro-rata payment towards the bonus to be paid under the Payment of Bonus Act, 1965, wherever applicable.
- b) The Bonus needs to be paid to the deployed outsourced personnel, **at least Ten (10) days** before the Deepavali.

1.9 The security guards and supervisors put in work must be properly dressed in uniform, as prescribed by the institute to distinguish them from other staff. The Uniform of the security guards and supervisors shall be catered by the institute and shall not be the part of the tender document. The cost of the uniform of security guards shall be mutually decided by the contractor and the institute. All other necessary kit, electronic device and gadgets required for performing the job is to be catered by the contractor.

1.10 **The uniforms and related items**, for the selected categories of Security Personnel as per the estimated detail given in the below table for each year.

Details of Uniform Requirement		
Category of Worker	Two number of uniforms required for one year for each Security Personnel	One number of item required for one year for each Security Personnel
Security Supervisor & Male Security Guard	High quality Cotton Shirt and Pant and Sweater with logo of Service Provider and Cap, Security and Name Badge, Belt	Shoes with two pairs of Cotton Socks
Female Security Guard	Chudidhar Kurta Pajama and shawl with logo of Service Provider and Cap, Security and Name Badge, Belt	Shoes with two pairs of Cotton Socks

1.11 It shall be the responsibility of the agency to ensure that their staff is in proper uniform along with their nameplate. Necessary approval for uniform should be taken from Officer-in-Charge, IIM Kashipur.

## 2. STATUTORY COMPLIANCE

2.1 The contractor shall furnish copies of periodical returns as and when they are submitted or due to the various Government Departments.

2.2 The contractor shall be responsible for registration under the Contract Labor (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them.

2.3 Contractor shall ensure compliance to the provisions of all labour Laws as applicable. The Contractor at all times must indemnify IIM – Kashipur against all claims, damages or compensation under all statutory laws and rules prevailing from time to time which, inter-alia, include the provisions of Contract Labor (Regulation & Abolition) Act, 1970, Payment of wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, The Workmen Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1961, Employees State Insurance Act, 1948, Employees Provident Fund & Miscellaneous Provisions Act, 1952, or any other law relating thereto and rules made hereunder from time to time. IIM-Kashipur shall not own any responsibility in this regard.



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## **3. RESTRICTIONS REGARDING THE WORKERS DEPLOYED**

1.1 The contractor shall ensure to obtain the Police Verification for all the workers deployed by them excluding the workers already working and employed with IIM-Kashipur and the contractor shall ensure the workers deputed should bear good moral character. The contractor shall engage only such workers whose antecedents have been thoroughly verified, including character and police verifications and other formalities.

1.2 The contractor shall provide the contact details of the local representative at IIM Kashipur who shall be the contact person on behalf of the contractor for the issues of IIM Kashipur.

1.3 All the grievances and payment related issues of the workers shall be addressed by the contractor through its local representative only. No grievance shall be addressed to any officer of IIM Kashipur, nor such a grievance shall be entertained by IIM Kashipur, under any circumstances, whatsoever.

1.4 The contractor shall make it clear to the workers to be deployed that they shall have no claim for permanent employment / service with IIM-Kashipur and the undertaking to this effect should be obtained from each of the worker to be deployed and no representation to this effect shall be entertained by IIM Kashipur under any circumstance.

1.5 The contractor should ensure that the workers to be deployed are not alcoholic, drug addicts and do not indulge in any activity prejudicial to the interests of IIM-Kashipur. The contractor shall be fully responsible for the conduct of the workers. The delinquent workers, if any, shall have to be replaced by the contractor at his own costs and responsibility, immediately, with written intimation to IIM-Kashipur.

1.6 The workers deployed by the contractor should be properly trained, have requisite experience and skills for carrying out the work assigned to them. IIM-Kashipur shall have the right to ask for the removal / replacement of any worker so deployed, who is not considered orderly in discharge of the duties assigned to them.

1.7 Any worker engaged by the Contractor, if found indulging in illegal activities, is liable to be handed over to the police and / or any punitive action deemed fit shall be initiated against the contractor.

1.8 Only the statutory deductions shall be deducted from the salary of the workers. No other deductions shall be made by the contractor from the wages of the workers deployed at IIM Kashipur.

## **SECTION – V**

### **Schedule of Requirement**

#### **1. SCOPE OF WORK:**

The IIM Kashipur is functioning from the permanent campus at Kundeshwari. The area of the campus is approx. 192 acres. The Institute is willing to engage a security agency to provide security services round the clock for its campus.



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Anticipated Security Guard and Supervisors per day requirement at the institute:

Sl. No.	Location / Building	Guards required for single shift
1	Gate No. 1	02
2	Gate No. 2	02
3	Gate No. 3	01
4	Hostels Blocks	08*
5	Faculty Residence	01
6	Library	01
7	Staff residence	01
8	Administrative block	01
9	Academic block	02
10	Main Receiving station	01
11	Director's Bungalow	01
12	Dehradun Campus	01
<b>Total</b>		<b>22 Guards#</b>

Total Guard required per day is 22 x 3 shifts = 66 Guards

Total Supervisors required per day 1 x 3 shifts = 03 Supervisors

# Excluding relievers for Guards and Supervisor

**Note:**

(a) The Agency should deploy required relievers for Supervisor. Security Guards should not be deployed as relieving supervisor.

\* Out of 08 minimum 02 no. of female security guard must be deployed.

(b) The Agency should provide minimum 07 guards who should have valid LMV license.

(c) The above requirement is only tentative and may vary depending upon the volume of work, functional requirements etc. Any additional requirement/variation of Security Personnel shall be communicated to the Service Provider at the sole discretion of IIM Kashipur which will be final and binding as and when the need arises during the period of the contract.

(d) Gunman shall be deputed on demand who will be one of the total guards. Agency should ensure the presence of all guards on scheduled time and days.

(e) Security agency will be responsible for all security related affairs. Security agency will work under the officer in charge (Security) of the Institute. Agency should ensure the presence of all guards on scheduled time and days.

2. The estimated requirement, along with qualitative requirements, are provided in the below-mentioned table:



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QUALIFICATION AND EXPERIENCE PRESCRIBED FOR SECURITY SERVICES ON THE OUTSOURCE BASIS AT IIM KASHIPUR	
Categories	Eligibility
<b>Security Guard</b>	Minimum Class 12 <sup>th</sup> pass from any recognized Board with 2 Years experience as a Security Guard. Preference will be given to Higher Qualifications. <b>Age:</b> Above 20 and Below 45 Years
<b>Supervisor</b>	Minimum Graduate from any discipline from any recognized university/through Armed Forces with a minimum of 5 Years experience as a Security Supervisor or equivalent in a reputed organization/institution. <b>Note:</b> Relaxation will be given to Ex-Servicemen and Retired CAPF/State Police Personnel. Preference to a person who has experience of Armed forces of the Union or State Police including armed constabularies and Home Guards for a period of not less than three years. <b>Age:</b> Below 50 Years

The above requirement of the Security Personnel is tentative as per the initial requirement. The Institute reserves the right to change the total number (can increase/decrease) of Security Personnel and its mix at any point during the contract period. Also, it may change the designation as per the actual requirement in the respective category at the time of signing of the contract and / or anytime thereafter. Institute Officer can change duties and place of guards and supervisors at any point of time.

### 3. The Deployed security Personnel Should:

- Medically fit for the job as per PSARA Norms.
- Have a good working knowledge in handling of fire-fighting equipment with reasonable training and in basic operations of computer and electronic surveillance gadgets.
- Have a good character.
- Able to read, write and speak in Hindi with fluency. Knowledge of English is desirable.
- Should have pleasing personality and should be smartly dressed.
- Should have undergone training in self-defence and to attack, disarm, disable, and capture any intruder.

### 4. Mandatory Physical Standard (As per Private Security Agencies Central Model Rules, 2020 dated 15th December 2020):

- Height, 160 cms (Female 150 cms), weight according to a standard table of height and weight, chest 80 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement).
- Eye sight: Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness, should be able to identify and distinguish color display in security equipment and read and understand display in English alphabets and Arabic numerals.
- Free from knock knee and flat foot and should be able to run one kilometer in six minutes.
- Hearing: Free from defect; should be able to hear and respond to the spoken voice and the alarms generated by security equipment.
- The candidate should have the dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.



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## 5. Service Equipment Materials and Tools:

The contractor should provide sufficient number of the following basic equipment required for the security staff deployed:

- a) Batons (one number for each security staff)
- b) Handheld good quality search light/torch (one number for each security staff while on night duty)
- c) Under-chassis inspection mirror and Metal detectors should be provided as per requirement of the institute.
- d) 05 Sets of Walkie-talkie only for communication between IIM Kashipur designated staff, Security personnel and the patrolling guard on Duty. Security Guards should be provided with Mobile phones to enable their family members to contact them in emergency.
- e) First Aid Kit – Five sets.

## 6. Working Hours

### A) Security Guard

Shift – 1 : 06.00 am to 02.00 pm  
Shift – 2 : 02.00 pm to 10.00 pm  
Shift – 3 : 10.00 pm to 06.00 am

The timing of the individual post may be changed on need basis and as per the Institute requirements.

### B) Security Supervisor

Working hours for Security Supervisors should be in such a way that, they should be on duty during the time of change of shifts to monitor handing over and taking over of charge of Security Guards.

## 7. Working Conditions:

### A) General :

- i) The Security Service is required to be carried out on all the days of month round the clock (24 x 7 hours a week).
- ii) Sufficient Personnel is required to be provided to all areas of the Institute. The identified Positions/ Numbers may be increased or decreased after a proper assessment and ascertaining the workload, in consultation with the successful bidder.
- iii) Strict discipline must be observed by the security personnel.
- iv) The security personnel on duty must be provided with proper and full uniform to distinguish them from other staff.
- v) The security personnel must be provided with identity card.



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- vi) The supervisor under whom the security personnel work shall have to report daily to the concerned official of the Institute and take instructions.
- vii) The security personnel must be given one weekly off if he/she continuously works for six days in a week.
- viii) Reliever for Supervisor and Security guards should be provided, who should be regular staff of the agency. Payment will be released for reliever duty. However, no payment will be released for double duty/ overtime work for additional hours unless authorized by the Officer(s) of the Institute.
- ix) Over time occasionally may be required for all deputed Security Personnel and the payment shall be made on per hour rate as applicable for respective category of deputed Security Personnel, which shall be calculated and provided by IIM Kashipur.
- x) The payment will be made after deductions, if any.

## **B) Security Staff Discipline:**

The Security personnel on duty should strictly adhere to the following disciplinary requirements:

- i) Should be strictly in full security uniform with cap, shoes with socks, belt, security badge, name badge, etc.
- ii) When the duty is over, should continue on duty in the duty place with full uniform till the next security guard comes in full uniform and takes charge.
- iii) Likewise, once taken charge of duty, should not leave the duty place except on an emergency, for which necessary permission should be obtained from security supervisor and concerned official of IIM Kashipur. In that case, alternate security guard should be posted till the security guard who goes on emergency returns back or till the security guard of next duty takes charge, whichever is early.
- iv) Should possess search light/torch while on night duty.
- v) Should not sleep during duty hours.
- vi) Should not consume drugs & liquor nor come to duty under the influence of drugs & liquor and not to smoke during duty.
- vii) Non-obedience to any of the above conditions in the part of any security staff member will attract disciplinary action to be taken by the security agency, as recommended by the concerned official of IIM Kashipur.
- viii) Should follow the traffic rules and regulations properly.
- ix) It shall be responsibility of the agency to ensure that their staff is in proper uniform along with their nameplate. Necessary approval for uniform should be taken from Officer-in-Charge, IIM Kashipur if required.
  - x) The Security Personnel should be provided as per the requirements of the Institute. The service provider has to make arrangements adhering to regular wages and working hours as per statutory provisions.



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## **C) Nature of Work:**

- a) Manning the Office Complex, Faculty and Staff Quarters, Hostels and surrounding areas of these locations including garden area and up to the compound wall round the clock (24 x 7 hours a week) by regulating, monitoring, and recording the entry of all persons, materials and vehicles coming in and going out of the premises wherever necessary. Necessary Inward and Outward Register (Movement Register) should be maintained by the deployed personnel of the Service Provider.
- b) The supervisor/guards are required to check the Control Room Monitor installed at security gate so that any mis happenings in the campus could be reported immediately to the concerned officials.
- c) The security team should be cooperative, helpful and should create a sense of comfort for the Faculty, Staff members and visitors. They should conduct themselves in a professional manner while on duty.
- d) Maintaining logbook for events noticed, un-authorized materials found in possession while frisking of persons and vehicles of Facility Management Service Providers and other persons notified by the officer in-charge at IIM Kashipur, ensuring that incoming/outgoing materials have been authorized by authorized persons. It should be ensured that the unauthorized materials are neither allowed inside nor allowed to go out.
- e) Admittance of personnel other than IIM Kashipur faculty and staff members and outsourced employees inside the building shall be at the discretion of the authorized officials of IIM Kashipur. The security officer / guard should ascertain the authorization of visitors, vendors and customers, etc. by telephonically calling the IIM officials for authorization of their entry.
- f) Upon authorization, the security guard will request the above-mentioned visitor to write his/her name with contact particulars and full address in the 'Visitors Book'.
- g) Excepting vehicles of the Institute and that of faculty and staff members, all vehicles coming to campus shall be entered in the book.
- h) Vehicle speed inside the campus should be restricted. Disciplinary action, in the form of not being allowed in the building, thereafter, shall be taken against vehicles / drivers exceeding the speed limit.
- i) Gate protocols for visiting dignitaries such as Govt. officials, distinguished guests of IIM Kashipur etc. shall be done with liaison officer as designated by the concerned representative.
- j) Issuance of access card to the office complex in / after office hours and on holidays, at the instructions from IIM Kashipur officials, shall be done after capturing full particulars.
- k) Round the clock (24 x 7 hours a week) monitoring of the Institute's areas specified above and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual movement or image noticed during monitoring and other related actions.
- l) Drugs & Liquor are strictly prohibited inside the campus. Strict disciplinary action will be initiated against offenders. The security personnel on duty should keep strict vigilance on that.
- m) Reporting on malfunctions of IIM Kashipur assets, shortfalls noticed in facility management services or notice of untoward incidents to the officer-in-charge or the designated Helpdesk.
- n) Answering all queries from visitors and telephone enquiries, especially during holidays.
- o) Manning the vehicles parking area and safeguarding vehicles parked.
- p) Managing fire-fighting equipment in an emergency during office and non-office hours.



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- q) Maintenance of complaint logbook. Switching off the lights in unoccupied areas.
- r) Frequent patrolling of the Office Complex, Classrooms, Hostels and Quarters especially during night times.
- s) Safeguarding the assets of the Institute in the Office Complex, Classrooms, Hostels and Quarters.
- t) Maintaining instructions register with details. The security guard on duty should, without fail, see this register, and carry out instructions. Stopping / monitoring of animals entering the campus, hostels, and quarters area.

## **DETAILS OF PENALTIES:**

SL. NO.	DEFAULT	PENALTY
1	Failure to deploy security personal for any position after 02 (two) days	Rs 100 per day after 02 days
2	Failure to deploy security personal for any position after 10 (ten) days	Rs.100 for 1 <sup>st</sup> two days and Rs.200 for subsequent days
3	Employees not wearing proper uniform	Rs 50 per day per person
4	Failure to keep the security as per the requirement of IIM Kashipur	Rs. 1000/- per instance. Apart from the penalty prescribed, the CAO/ /authorized official of IIM Kashipur shall have the right to get this work done at the cost of the Contractor either departmentally or through any other Contractor. The expenses so incurred would be intimated to the Contractor by IIM Kashipur and the requisite amount would be deducted from the monthly bills of the Contractor for the Services rendered by it

## **SECTION – VI**

### **Technical Eligibility Criteria and Evaluation Criteria of the Bidders**

#### **1. Eligibility Criteria**

- (a) The Contractor should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for tax liabilities GST/income tax along with the registration for PF, ESI and others statutory liabilities (Bidders are to mandatorily furnish all relevant documents to support the proof of licences/registrations)
- (b) Average Annual turnover of the firm in last three financial years i.e. 2020-21, 2021-22 and 2022-23 should be greater than or equal to 20 Crore (Rupees Twenty Crore). (Bidders are to mandatorily furnish Relevant certificate from Chartered Accountant with UDIN number.)
- (c) The bidder must have a registered/branch office in the in the district of Udham Singh Nagar State of Uttarakhand. (Bidders are to mandatorily furnish all relevant documents to support)
- (d) The bidder must possess solvency certificate on proprietary / firm's name from nationalized bank at least of the value equivalent to Rs. 2 Crores (Rupees Two Crores). (Bidders are to mandatorily furnish relevant document issued from the Bank to support its sound financial status as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required).



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- (e) Bidder's firm with ISO certification for more than seven (07) years shall be preferred. (Bidders are mandatorily to furnish relevant documents to support)
- (f) The bidder must have an affiliated training centre in Uttarakhand or Uttar Pradesh for conducting training of their security staff. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required)
- (g) The bidder must have at least three years' experience of providing similar type of security services and should have supplied minimum total of 1000 security manpower / staff in that period (three years) to any of Central/State Government/PSUs/CFTI's/IIM's in past seven (07) years. Documentary proofs for the services rendered with such Central/State/PSUs CFTI's/IIM's with duration of service shall be furnished indicating the number of security manpower / staff supplied. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required)
- (h) The minimum service charge for the Security service shall not be less than 3.85% (Three-point Eight Five percent).
- (i) Only the experience in providing security services experience will be taken into consideration. The bidder must have successfully executed:
- i) Three similar completed security services costing not less than the amount equal to 30,00,000/- (Rupees Thirty Lakhs) of the estimated yearly cost; Or
  - ii) Two similar completed services costing not less than the amount equal to 50,00,000/- (Rupees Fifty Lakhs) of the estimated yearly cost; Or
  - iii) One similar completed service costing not less than the amount equal to 80,00,000/- (Rupees Eighty Lakhs) of the estimated yearly cost.

**Note:** Work referred above should be in the name of a firm as a single entity and not aggregates of joint venture firms / associates. Completed work shall mean work under one completed contract with extensions. Work considered should have been completed.

- (j) The Bidder must have PSARA License of minimum two or more states.
- (k) The Tender Fee is mandatory to be paid along with the bid. However, Tender fee is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- (l) There should be no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/CFTI/IIM or any other Institutes. **The same is to be printed / written on an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-.**

**2. Evaluation Criteria :-** The broad guidelines for evaluation of Bids will be as follows:

- (a) The Tendering evaluation shall be done by Quality and Cost Based Selection (QCBS) system.
- (b) Tenders not accompanying with required information and documents shall be rejected outrightly.



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Any request for subsequent submission/ alteration/ addition/ modification/amendment/ extension of due date etc. will not be entertained.

(c) Technical Bids will be opened first; Technical Evaluation of the Tenders will be done and Tenderers who qualify the minimum marks in Technical Bid will only be considered for opening of their Price Bid.

**Step 1 :-** Technical evaluation (Eligibility criteria as per Section VI (1) of the NIT)

## **Technical Bid Evaluation Criteria:**

The Tender Opening Committee will evaluate the Technical Proposals based on their responsiveness to the tender terms, applying the evaluation criteria by Quality and Cost Based Selection (QCBS) system. During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 70 marks, as per the criteria specified below:

Sl. No.	Description	Submission	Points Allotted	Points obtained	Remarks
1	Average annual turnover in the last three financial year i.e. 2020-21, 2021-22 and 2022-23	30 Crore and above	10 Pts.		Certificate certified by the CA with UDIN number
		26 Crore to 30 Crore	07 Pts.		
		20 Crore to 25 Crore	04 Pts.		
2	Experience in providing Security services in Govt. / State Government / PSUs/CFTI's/IIM's	10 Years and above	10 Pts.		Registration Certificate and Work Order as per asked duration
		05 years to 10 Years	07 Pts.		
		03 years to 05 Years	04 Pts.		
3	Having One Valid ISO Certificate & PSARA License of Two States	Valid ISO License for more than 07 years	04 Pts.		Bidder to furnish relevant legitimate documents in support to establish eligibility as part of bid submission
		PSARA License in two or more states	04 Pts.		
4	Experience in providing Security services in Govt. / State Government/ PSUs/CFTI's/IIM's	3000 security staff in a year	10 Pts.		Consideration of the same through Experience Certificate or Work Orders of the Client
		2000 security staff in a year	07 Pts.		
		1000 security staff in a year	04 Pts.		
5	Having affiliated training centre in Uttarakhand or Uttar Pradesh for conducting training of their security staff.	Bidder to furnish Legitimate documents in support to establish eligibility as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required	10 Pts		To furnish Legitimate documents in support to establish eligibility as part of bid submission.
6	Bank Solvency Certificate from the Bank	Rs. 2 crore and above	07 Pts.		Having Valid Bank Certificate not more than 03 months old from the date of publication of bid.
		Rs. 1 Crore to 2 Crore	04 Pts.		
7	Presentation by the Bidder	Ability to Serve IIM Kashipur	15 Pts.		10 minutes presentation on PowerPoint.



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**Step 2 :-** The Presentation (online or offline) shall be taken by the Evaluation Committee by technically qualified bidders. Firms/ Bidders meeting the pre-qualification criteria (As per Section- VI (1)) will be invited to make a presentation to the Evaluation Committee. The Evaluation committee will assess the competency of the firm, their capacity of understanding the needs, experience, and sensitivity to provide services to IIM Kashipur.

- Technical criteria and weightage matrix for evaluation (Total: 70 marks)
- Minimum score for the technical bid shall be 50 marks for qualification.

**Note:**

(a) A minimum of 50 marks out of 70 marks, in technical bid evaluation is required to be eligible for participating in price bid.

(b) Decision taken by the Evaluation Committee on the Technical Evaluation will be final and binding. At the end of this stage, each firm will have Technical score (out of 70) associated with it. Bidders getting less than 50 score in the Technical bid will not be considered for opening the price bid.

**Step 3 :- Financial Bid Evaluation Criteria**

The total mark for Financial Bid is 30 marks. (The minimum service charge for the Security service shall not be less than 3.85% (Three-point Eight Five percent)).

(a) The Institute will open the Financial Bids of technically qualified bidders who has scored 50 or more marks in Technical Evaluation. The score for financial bids will be calculated as below –

(Lowest tender price \* 30) / (Tender price quoted by individual Firm or Company).

The Security Agency Firm will be selected basis the highest marks scored as follows:

Overall score = (Technical Score as per step 2) + (Score from Financial bid)

**Note:** In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

## SECTION – VII

### TERMS OF PAYMENT

1. No advance payment will be made by IIM Kashipur under any circumstances.
2. Monthly bill will be paid on the basis of number of security personnel engaged, and the deduction if any shall be deducted from the total monthly bill as specified in Section-V, details of penalties.
3. The contractor shall submit the bills in respect of the security services rendered by it on a calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of Salary Paid Register, Absentee details (as per the attendance register provided by the IIM) and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.
4. Contractor should deposit the ESIC, Employee Provident fund contribution & any other tax (if



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applicable) to the concerned office separately for those workers engaged at the IIM Kashipur campus and the said statement should be submitted along with bill to Institute.

5. Income Tax will be recovered at the prevailing rates from the bills payable to the Contractor.
6. Wages for security services shall be paid by A/c payee cheques through bank /RTGS/NEFT and necessary bank statement & photocopy of pay slip of each security staff shall be submitted to the IIM Kashipur along with bill, if required, by IIM Kashipur.
7. Water & Electricity will be provided free of cost by the Institute.
8. In the event of any dispute over this contract, Director IIM Kashipur's decision shall be final and binding.

Signature of the Bidder with seal



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## Annexure-I

(Refers to IIM Kashipur/NIT/12)

### Technical Bid

1. Name of the Tenderers Firm (Contractor):- .....
2. Name of Proprietor/Director of the firm:- .....

Telephone No	
Mobile No	
Email id	
Fax No	
Office Address:	

<b>BANK DETAILS</b>	
Name	
Type	
A/C No.	
IFSC	
Bank Name:	

3. **Name of Work:** Supply of Security Guards and Security Supervisors on contract at Indian Institute of Management Kashipur.
4. Copy of NIT document duly signed on each page and all the documents as per the eligibility criteria along with the DD of tender fee is to be attached with this technical bid format. Exemptions, if any must be supported with legitimate documents.
5. Turnover during the last three FYs 2020-21, 2021-22 and 2022-23. Please attach legitimate proof of turnover.

Turnover in the relevant field (providing Security services) on Contract basis during the last three years (from 2020-21 to 2021-22 and 2022-23). Please submit documentary evidence i.e. CA certificate with UDIN No.	2020-2021	2021 – 2022	2022-2023
<b>In Crores (Rs.)</b>			
<b>Average Turnover of the last three years (from 2020-21 to 2021-22 and 2022-23) in Security Services only in Crores (Rs.)</b>			



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6. Tender Fee DD No. \_\_\_\_\_ Bank \_\_\_\_\_ Date \_\_\_\_\_

7. Detail of experience in Central Govt/State Govt/Public Sector Undertakings during the last three financial years along with documentary evidence. List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (**Please use a separate sheet if required without changing the format**). Please attach client certificate and work orders etc., clearly giving a period of contact.

Sl. No.	Name of the organization with complete postal address	Nature or type of Work undertaken	Period for which the contract is / was awarded	Work order Value in INR	Name & designation of the contact person with Tel./Mobile No (s), Email ID

*Note- Technical Evaluation will strictly be done based on eligibility conditions and terms and conditions of the NIT.*

- i) All the Terms and Conditions are part of the Tender and are to be strictly adhered to. Violation of any condition shall be treated as breach of contract.
- ii) The bids should be submitted in one big envelope containing two separate sealed envelopes, one each containing Technical Bids and Financial Bids clearly marked on Top. All the pages of the Tenders and supporting documents may be signed by the bidder.
- iii) Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation done by the duly constituted Committee.

### **Declaration by the Tenderer:**

- i. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.
- ii. I/We want to tender as per rates quoted in the Financial Bid.
- iii. I/We hereby undertake that the firm has not been blacklisted by any government department/PSU and no criminal case is pending against the firm.

**Date:**

**Signature of the Tenderer with Firm's Seal**



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## **ANNEXURE-II**

(Refers to IIM Kashipur/NIT/12)

### **FINANCIAL BID**

Name of the Tenderers Firm: \_\_\_\_\_

<b>Sl. No</b>	<b>Description of Services</b>	<b>Service Charge in Percentage (%) And in Words</b>
1	Percentage of Fees (Service Charge) of the Agency for Providing Security Services to IIM Kashipur	

#### **Important:**

1. The minimum service charge for the Security service shall not be less than 3.85% (Three-point Eight Five percent). Any bidder quoting less than the minimum of 3.85% shall be rejected even if the bidder gets qualified in the technical bid stage. Quotes of zero and its derivatives shall not be accepted.

2. This is only the estimated Security Manpower required for a particular month. The necessity of required security manpower may be changed during a month. The payment will be made as per the actual security Manpower supplied by the contractor during the month.

**Date:**

**Signature of the Tenderer / Firm's Seal**



# Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

## ANNEXURE – III

(Refers to IIM Kashipur/NIT/12)

### CHECK LIST

The Technical Bid shall be summarily rejected if these documents are not attached. Documents must be attached in following serial order only.

Sl. No.	Particulars	Yes / No
1	Demand Draft for Tender Fee payment for Rs. 2,000/- (Rupees Two Thousand only) (Non-Refundable).	
2	Photocopy of valid MSME/MSE/NSIC/SSI/DGS&D Registration Certificate to be submitted in case of claiming EMD and Tender Fee exemption.	
3	Legitimate Firm / Company Registration certificate (Copy to be enclosed)	
4	Certificate by the bidder to be uploaded stating that the firm / company has not been blacklisted by any Central Govt. / State Govt. / PSU/ CFTI/IIM's agencies.	
5	Certificate by the bidder that they have read and understand all the term and conditions mentioned in the tender document. (Annexure-IV)	
6	Copy of appropriate PAN Card	
7	Copy of Registration with Service Tax/ Sales Tax/ GST Department	
8	Copy of Income Tax Return of the firm/company/Contractor (Individual in case sole proprietary firm) for last financial year.	
9	Copy of affiliated training centre in Uttarakhand or Uttar Pradesh for conducting training of their security staff. (Bidder to furnish relevant documents in support to establish eligibility as part of bid submission. IIM Kashipur will verify the documents submitted by bidder, if required)	
10	Average Annual turnover of the firm in last three financial years i.e. 2020-21, 2021-22 and 2022-23 should be greater than or equal to 20 Crore (Rupees Twenty Crore). (Bidders are to mandatorily furnish Relevant certificate from Chartered Accountant with UDIN Number)	
11	Undertaking /affidavit dully attested by the competent authority of the firm swearing therein that the bidder is not black listed / disqualified at any time by any government /authority from participating in the bidding process. (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) as per Annexure-IV	
12	Requisite details of Eligibility Criteria for the bidders to be ascertained. (Relevant documents to be submitted along with the bid as mentioned in NIT)	



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## ANNEXURE – IV

(Refers to IIM Kashipur/NIT/12)

### CERTIFICATE

1. I, \_\_\_\_\_, Son/Daughter/ Wife of Shri \_\_\_\_\_  
Proprietor/Director/authorized signatory of the Contractor/Firm, mentioned above, is 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 undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 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.
4. I, do hereby declare that the I/we/our firm/company has neither been black listed nor any criminal case is pending against me/us/him/our firm/our company (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) stating that I/we/our firm/company has never been Black listed and no criminal case etc. is pending against me /us/our firm/company) by any of the Govt. Institute/Ministries / Departments/ State Department / PSUs/ CFTI's/IIM's.

Signature of authorized person

**Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Seal:** \_\_\_\_\_