

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**E-Procurement**

*For*

**Out Sourcing of Watchman Services for Security at  
IIIT Srikakulam Campus of Rajiv Gandhi University of  
Knowledge Technologies, Andhra Pradesh**

**Proprietary & Confidential**



**IIIT - Srikakulam**  
**Rajiv Gandhi University of Knowledge Technologies AP**  
**S. M. Puram (V), Etcherla (M), Srikakulam (Dist.),**  
**A.P – 532402, Ph.No: 8985866375.**  
**Currently located at: IIIT Nuzvid, Krishna district.**

**Proprietary & Confidential**

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News paper advertisement

**E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
IIIT- Srikakulam, S. M. Puram (V), Etcherla (M), Srikakulam (Dist.), A.P – 532402

**Ref. No: IIIT SKLM/RGUKT-AP/E-Proc/outsourcing/ RT06,RT07&RT08/2017 Dated: 04.10.2017**

**E-Procurement Short Tender Notice (2<sup>nd</sup> Call)**

E- tenders are hereby invited for selection of an Agency for providing Manpower services, Watchman services for Security and Housekeeping services on outsourcing basis at the premises of IIIT Srikakulam located at S.M Puram (V), Etcherla (M) Srikakulam District, Andhra Pradesh.

Interested bidders can download and submit the bids online from 05.10.2017 to 13.10.2017 up to 05:00 PM through <https://tender.apecurement.gov.in> (AP Portal). For further details please visit our website: [www.rgukt.ac.in](http://www.rgukt.ac.in), [www.rgukt.in](http://www.rgukt.in) or <https://tender.apecurement.gov.in> (Andhra Pradesh Portal)

**Date: 04.10.2017**

**Sd /-  
Administrative Officer (i/c)**

## Time schedule of Tender related events

Bid calling date	05.10.2017
Bid Documents Downloading Start date	05.10.2017 from 10:00AM
Bid Document Downloading End Date	13.10.2017 till 04:00PM
Last date for uploading documents online	13.10.2017 at 05:00 PM
Last date for Submission of documents (hard copies)	16.10.2017 at 04:00 PM.
Technical Bid opening date/time	17.10.2017 at 10:00 AM.
Price Bid opening date/time	17.10.2017 at 02.00 PM
Contact person	Administrative Officer, IIIT Srikakulam, RGUKT-AP
Reference No.	Ref. No: IIIT SKLM/RGUKT-AP/E-Proc/outsourcing/RT06,RT07&RT08/2017

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: +91 40-39999700, 39999701

**Sd/-**

Administrative Officer  
IIIT Srikakulam, RGUKT-AP

### **CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only on [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in) on or before **10.10.2017**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- ii. The addendum/corrigendum if any shall be published on IIIT Srikakulam website i.e. [www.rguktn.ac.in](http://www.rguktn.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any.

### **SECTION - I**

## INVITATION FOR BIDS

**Ref. No:** IIIT SKLM/RGUKT-AP/E-Proc/outsourcing/ RT06,RT07&RT08/2017 **Dated:** 04.10.2017

**Subject:** Tender for outsourcing of watchman for security services at the premises of IIIT Srikakulam, RGUKT-AP, Srikakulam District – Reg

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the reputed and experienced Security Service Agencies to provide round the clock security services at IIIT Srikakulam, RGUKT-AP. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of **Government of Andhra Pradesh i.e.** <http://tender.apecurement.gov.in>
- 2) In-order to participate in the tender, bidders have to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 3) The participating bidder/s will have to pay non-refundable tender processing fee Rs.25,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of "The Director, RGUKT, IIIT Srikakulam" payable at SBH, Nuzvid.
- 4) The bidder/s shall furnish, as part of the bid, the Bid security (EMD) for the amounts specified in the Section-II of Tender Document.
- 5) After uploading the documents, the copies of the uploaded documents of technical bid along original Demand Drafts in respect of Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, IIIT Srikakulam by 04.00PM of 16.10.2017. No physical submission of the financial bid will be accepted. IIIT Srikakulam will consider only the bids submitted through on-line over the copies of the paper based bids.
- 6) Further all the participating bidders have to electronically pay a non-refundable transaction fee of **Rs. 10,000/-** through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
- 7) IIIT Srikakulam will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.

**The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.**

*For any clarification and further details on the above tender please contact Telephone No: 8985866375 or Contact Person during office hours. Email: [ao.sklm@rgukt.in](mailto:ao.sklm@rgukt.in)*

## SECTION-II

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
Bid Document fee	Rs. 25,000/- (By way of DD from any Nationalized Bank)
EMD	Rs.5,00,000/- (by way of Demand Draft from any Nationalized Bank or by way of Irrevocable Bank Guarantee from any Nationalized Bank. DD/BG from other than Nationalized Banks will not be accepted)
Non refundable transaction fee payable through online to APTS	Rs. 10,000/-
Bid Validity Period	90 days from the date of opening of commercial bid
EMD Validity Period	90 days from the date of opening of commercial bid
Contract Agreement	2 years from the date of award of work contract
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
Performance security value	10 % of annual contract value
Period for furnishing performance Security	Within 7 days from date of receipt of award
Performance security validity period	60 days beyond contract period
Payment terms	Monthly payment will be released based on the day wise biometric attendance particulars and performance certificate certified by the concerned authorities.

## SECTION-III

### TENDER SCHEDULE

#### A. PREAMBLE

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. IIIT Srikakulam institute is one of its autonomous campuses. IIIT Srikakulam provides an ambience of excellence for the pursuit of knowledge leading to B.Tech degree in different branches of Technology. The institute is located at S.M.Puram Village, Etcherla Mandalam, Srikakulam District, Andhra Pradesh – 532402, currently located at IIIT Nuzvid, Krishna (District). IIIT Srikakulam is well planned, designed and built infrastructure campus to meet the requirements of all students, staff and faculty members. It has spacious administrative buildings, semi e-class rooms with audio facility for teaching, modern laboratories with advanced equipments for all academic activities, well equipped institute hospital, excellent guesthouse facilities with adequate number of rooms to visitors and hostels.

Accordingly, the Director, IIIT Srikakulam, RGUKT-AP, invites e-tenders under two-bid system as mentioned hereunder from the reputed and experienced agencies for providing security services to the academic buildings, labs/workshops, hospital, guest house, hostels and residential quarters at IIIT Srikakulam campus of RGUKT-AP for a period of one year **and extendable to one more year.**

#### B. SCOPE OF WORK

Outsourcing of watchman for high standard security services at IIIT Srikakulam, S.M.Puram Village, Etcherla (M), Srikakulam District, Andhra Pradesh -532402 to ensure protection of the personnel & property of the Institute. According to the institute needs, agency should provide watchman posts mentioned in the GO Ms No. 151 dt 08-08-2016. For filling the specified posts 100 points rule of reservation should be followed scrupulously as indicated in departmental website of social welfare department. According to the institute needs, agency should deploy the required number of watchman at the campus premises. Qualifications and Experiences of watchman personnel to be outsourced are given in **Annexure-1**. The following are the primary duties and responsibilities of the agency. **The existing staff should be given preference in the process of filling of the posts.**

Note: Intending tenderers shall visit the IIIT Srikakulam, RGUKT-AP, currently located at IIIT NUZVID, Nuzvid, Krishna District, to acquaint with local site conditions, nature and requirement of work, present conditions of Premises/fittings/fixtures, etc., before quoting for the tender. In case of shifting the campus from NUZVID to Srikakulam District, Andhra Pradesh, the contractor must be in a position to extend the same services in the new location.

#### **Responsibilities of the Agency:**

1. The agency should be responsible for overall security arrangement of the Institute covered in the contract and ensure that all the instructions given to them by the IIIT Srikakulam authorities from time to time are strictly followed and there is no lapse of any kind.
2. The job of providing security services to IIIT Srikakulam should be carried out by the agency on all week days during the contract agreement period including on all working days, holidays, closed weekly off of IIIT Srikakulam.

3. The agency should provide the clock security services to safeguard the IIIT Srikakulam site, buildings, movable and immovable assets, equipments and other items from any thefts, pilferage or damage and also ensure safety of the students, employees, visitors, guests or any other persons working in its premises.
4. The agency should deploy well disciplined and adequately trained watchman personnel in all facets of security work, including fire fighting. The Agency shall provide necessary undertaking and documentary evidence in this regard. In case any of the personnel so provided is not found suitable, the IIIT Srikakulam shall have the right to ask for their replacement therefore and the agency shall, on receipt of a written communication will have to replace such persons immediately.
5. The agency should deploy required personnel (including relievers) in all the three shifts on a regular basis within the scope of operation.
6. The agency should provide reasonably good uniform with name badges to its personnel deployed at IIIT Srikakulam at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, communication facilities, whistle, etc. shall be borne/supplied by the Agency at its cost.
7. The agency should ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIIT SKLM / MoH&FW / Govt. of India / any State or any Union Territory.
8. In the event of any watchman personnel being on leave/absent, the agency should ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
9. A local representative of agency should be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. A senior level representative of the agency should visit IIIT Srikakulam premises at least once-a-week and review the service performance of its personnel. During the weekly visit, the agency's representative will also meet the IIIT Srikakulam officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
10. The agency should ensure that any replacement of the personnel, as required by the IIIT Srikakulam for any reason specified or otherwise, shall be effected promptly without any additional cost to the IIIT Srikakulam. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Administrative Officer, IIIT Srikakulam at agency's own cost.
11. As and when the IIIT Srikakulam requires additional security strength on temporary or emergent basis, the agency should depute such security personnel under the same terms and conditions.
12. The agency should be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned department.
13. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the IIIT Srikakulam is not liable for any payment of such kind.
14. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the IIIT Srikakulam shall not entertain any representations, whatsoever in this regard.



15. The agency should maintain strict discipline in dealing with the IIIT Srikakulam employees and should not act in any manner unbecoming of a security person.
16. The agency should comply with the requirements of law with regard to duration of working hours of the security personnel deployed and IIIT Srikakulam shall not be responsible for the violation of labour laws by the agency in this regard.
17. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, and the financial liabilities shall be borne by the security agency.
18. The agency shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the contractor in separate challan in respect of manpower employed by him. The certified copy of challans must be submitted next month along with the bill.
19. The agency shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
20. The agency shall be responsible for compliance of all the laws rules / regulations and Govt.instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past or may arise during the course of performance of contract.
21. The agency shall discharge all their legal obligations of their employees as may be required for the purpose of execution of the work which shall be subject to the approval of the IIIT Srikakulam authorities.
22. The agency shall discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz., statutory obligations under Contract Labour (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's compensation Act, EPF and MP Act, Industrial Dispute Act, etc.
23. The agency should indemnify and keep indemnified the IIIT Srikakulam authorities from any claims, loss or damages that may be caused to IIIT Srikakulam on account of the security agencies failure to comply with their obligations under the various laws towards their staff / employees employed by them or any loss or damage to IIIT Srikakulam due to acts / omissions of the security agency.

**Duties of Watchman:**

1. The Job should include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and from and assets on charges of IIIT Srikakulam and permit only authorized personnel entry and exit to the institute premises, round the clock, proper registration of visitors while entering and leaving the centre, preserving material gate passes and handing over to admin every quarter, timely follow up of outstanding of returnable material.
2. The security personnel working in the IIIT Srikakulam at different posts should cover the area earmarked by the administration for patrolling.
3. The personnel should be responsible for all police liaison work.

4. The personnel should be responsible for opening / closing of the building and rooms as necessitated / directed by Administrative Officer on working and closed days.
5. The personnel should ensure that water taps / lights / ACs are not left open/on, after close of working hours on normal working days as well as on off days, as the case may be.
6. The personnel should maintain records of inward and outward movement of students, faculties, staffs, guests & visitors. Contractor personals along with the inward & outward record of materials & vehicles etc. with proper check on the same as per instructions given from time to time by Administrative Officer.
7. The personnel should check damage, theft and pilferage of material by manning static security posts and regular patrolling in the campus and along boundary wall / fence during day and night.
8. The personnel should prevent any unwanted / illegal activities and gather intelligence on unauthorized movements / activities. Further, report any illegal activities / movement to IIIT Srikakulam authorities.
9. The personnel should maintain proper communication system so that they can assemble quickly in case of emergent situation.
10. The personnel, in case of any theft during tenure of contract agreements should help to lodge FIR with police, conduct their investigation and submit the report findings to the Director or Administration. The personnel should also be responsible to pursue the theft case with police and related authorities.
11. The security personnel deployed should take regular rounds of the premises to maintain vigil and remain alert.
12. The security personnel should make the proper entries while handing over key to any staff of IIIT Srikakulam and while taking over too.
13. The security personnel on duty should also take adequate traffic management of the Institute and take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Institute and of the visitors.
14. The security personnel should restrain trespassers / intruders and immediately inform the same to the Administration.
15. The security personnel should extinguish fire when incidents of fire occur in the campus.
16. The security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact Administrative Officer, IIIT Srikakulam.
17. The security personnel should not leave the point unless and until the reliever comes for shift duties.
18. The security personnel are required to display mature behavior, especially towards female staff and female visitors. They must be courteous and polite at all the times.
19. In emergent situations, security personnel deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. The personnel should be sensitized for their role in such situations.
20. The security personnel should carry out any other work allotted by Institute in incident of security of the premises.

### **C. ELIGIBILITY CRITERIA**

1. The agency/contractor should be approved/recognized/registered by Govt. of India/State Govt. for providing Security Services.
  2. The agency should possess all valid Statutory Registration / Approvals / License /Permit for running Security Service Agency i.e., the Agency should have registered with the Central Labour Commissioner, Income Tax Department, Employees Provident Fund Organization, Employees State Insurance and Service Tax Authorities. Further the Security Agency shall be a registered contractor under Contract Labour (Regulation and Abolition) Act, 1970.
  3. The agency should have obtained a license from the "Controlling Authority" in accordance with Private Security Regulations Act 2005, contract Abolition & regulation Act, for carrying on the business of Private Security Agency.
  4. The agency should have their own infrastructure for training their guards.
  5. The agency should have credible Supervisory Infrastructure.
  6. The agency must be ISO certified.
  7. The agency should have minimum of **three years** experience in providing security services in State Government/Central Government/PSU/Autonomous Body under Government/Govt. Institutions/ Educational Institutions.
  8. The agency should have successfully completed at least two works whose total cost is not less than INR 50,000,00 (Fifty Lakhs) in last three years in State/Central Government/PSU/Autonomous Body under Government/ Govt. Institutions / Educational institutions.
  9. The agency must have sound financial stability with an average annual turnover of INR **1.0 Cores** in preceding three financial years.
  10. The agency should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India in doing business with them.
  11. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
  12. The agency should have minimum employees of 100 members in security services and should provide compliance of minimum wage to employees as per minimum wages act.
- D.** The agency should have a registered/branch offices in Andhra Pradesh. If office is within 60 KMs from IIIT Srikakulam Campus, extra weight-age will be given. Billing/Invoice should be done from any of these offices located in AP only.

### **E. BID DOCUMENT FEE AND BID SECURITY (EMD) AMOUNT**

1. Bid Document Fee: A Demand draft of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** towards non-refundable bid document fee, drawn in favour of "The Director, RGUKT, IIIT Srikakulam" payable at SBI, Nuzvid should accompany the tender documents

2. Bid security (EMD) amount: A refundable amount of **Rs.5,00,000/-** as earnest money deposit (EMD) in the shape of DD from any nationalized bank in India (valid for a minimum period of 3 months from the date of opening of tender) should accompany the bid documents. The DD should be drawn in favour of "The Director, RGUKT, IIIT Srikakulam" payable at SBI, Nuzvid. The bid security shall also be a bank guarantee or an irrevocable letter of credit or cashier's certified cheque, issued by a reputable bank scheduled in India and having at least one branch office in Srikakulam. Firm should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. No interest will be payable by the purchaser on the Earnest Money Deposit.

**Note:** In the absence of bid document fee and bid security, the tender will not be accepted.

## F. INSTRUCTION TO BIDDERS

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and IIIT Srikakulam will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
4. Further, all the participating bidders have to electronically pay a non-refundable transaction fee of INR 10,000/- through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
5. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
6. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, IIIT Srikakulam may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. **Amendment of bidding documents:** At any time prior to the deadline for submission of bids, IIIT Srikakulam, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment displayed on the website of IIIT Srikakulam (<http://www.rguktn.ac.in>). In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the IIIT Srikakulam, at its discretion, may extend the deadline for the submission of bids.

8. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
9. Notwithstanding anything specified in this document, IIIT Srikakulam unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt Policy/Guidelines. The decision of the Director, IIIT Srikakulam, RGUKT-AP is final and binding.
10. IIIT Srikakulam reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
11. No conditional offer will be accepted. Bids received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
12. **Bid forms:** Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases the bidder shall design a form to hold the required information.
13. **Period of validity of bids:** Bids shall remain valid for minimum 90 days from the date of bid opening prescribed by IIIT Srikakulam. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the IIIT Srikakulam may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.
14. Submission of the tender will signify the acceptance of all the instruction, terms and conditions of the contract. As a token of acceptance, the tenderer should sign and affix his firm's stamp on each page of the bid document and all its Annexure. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BID DOCUMENT.**
15. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).
16. **Clarification of bidding documents:** A prospective vendor requiring any clarification of the bidding documents may notify IIIT Srikakulam contact person. The concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to the deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking

clarification mentioned in tender call notice. It is further clarified that IIIT Srikakulam shall not entertain any correspondence regarding delay or non-receipt of clarification from IIIT Srikakulam.

17. Bidder shall not approach IIIT Srikakulam officers outside of office hours and / or outside IIIT Srikakulam office premises, from the time of the tender call notice to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the IIIT Srikakulam, it should do so in writing.
18. **Late bids:** Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the IIIT Srikakulam contact person on or before last date mentioned in the tender call notice. IIIT Srikakulam shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee. Any bid not received by the IIIT Srikakulam contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.
19. **Corrupt, fraudulent and unethical practices:**
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
  - b. "Fraudulent practice" means a misrepresentation of facts in order to influence evaluation process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition
  - c. "Unethical practice" means any activity on the part of bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision etc after opening of first bid will be treated as unethical practice.

IIIT Srikakulam will reject a proposal for award and also may debar the bidder for future tenders in IIIT Srikakulam, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

## **G. PRE-BID MEETING**

It is proposed to conduct a Pre-Bid meeting on mentioned date and time in Time Schedule of this document (Venue: 21<sup>st</sup> Century Gurukulam, IIIT Srikakulam). The purpose of the meeting is to answer the questions of the prospective bidders on technical bid and commercial terms and conditions of this tender.

View above, prospective bidders are advised to submit their doubts / questions / clarifications, if any, through Mail, (Mail ID: ao.sklm@rgukt.in) before the date of Pre-Bid meeting. Further, on the date of the meeting, the questions should be given in writing.

Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders by the Evaluation Committee through a notification of amendment in the website of the IIIT Srikakulam. No clarifications will be entertained beyond the date of pre bid meeting.

## **H. PREPARATION OF BID**

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

**Part-1: Technical bid:** It should contain the following self- attested photocopies.

1. Technical Bid Check list (**Annexure-2**)
2. Bidder letter Form (**Annexure-3**)
3. Bidder Information sheet (**Annexure-4**)
4. Valid Registration certification of the Agency/Firm
5. Valid GST Registration certificate
6. Valid PAN card
7. Registration with EPF and its contribution
8. Registration for ESI and its contribution
9. Valid License and Number under Contract Labour(Regulation and Abolition) Act, 1970.
10. Registration under Private Security Agencies (Regulation) Act 2005
11. License to keep armed guards and license for guns /shots
12. Valid DGR sponsorship or proof of being run by Ex-serviceman/ Ex-Para-Military personnel
13. ISO Certificate 9001:2008
14. Income Tax Return for the last three financial years for the support of turn over
15. Document/Papers supporting previous experience minimum for three years
16. List of major customer whom which the similar service executed (**Annexure-5**)
17. Satisfactory performance certificate from past customer for each work completed in the last three years. (**Annexure-6**)
18. Details of office/branch in AP (**Annexure-7**)
19. Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them” (**Annexure-8**)
20. Price reasonability certificate (**Annexure-9**)
21. Details of manpower (security guards, security supervisor, security officer and trainer) on roll for the last three consecutive years. Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in IIIT Srikakulam
22. Details of devices available with agency for effective security services.
23. Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions in the past against the Company/firm/partner.
24. Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm’s stamp on each page of the bid document and all its Annexure.

25. Evaluation Matrix for Award of Contract(**Annexure-10**)

26. Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

All the above documents arranged according to the mentioned order and must be serially numbered by ink at bottom right corner.

**Part-2: Financial bid:**The bidder shall prepare the price bid as prescribed proforma(**Annexure-11**) of the bid document.

1. Agency should quote commission in percentage on remuneration (excluding all statutory obligations) will be paid to the outsourcing employees.
2. The remuneration will be paid to the outsourcing employees as per prevailing state government GO Ms. 151 dated 08-08-2016.The IIIT Srikakulam, RGUKT-AP will pay all the statutory contributions/deductions towards applicable ESI, EPF and GST apart from the remuneration as per the government norms.
3. The percentage of the agency commission shall not exceed 5% of remuneration and should not be less than 1%.
4. Income tax @ 2% will be deducted from the monthly bill and remitted to government by IIIT Srikakulam.
5. Agency commission quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

## **I. BIDSUBMISSION**

Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any during pre bid meeting in their bid. All the three parts of the bid shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) platform. The hard copies of all the uploaded Technical Bid along with Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, IIIT Srikakulam. The following procedure may follow for the bid submission.

### **Online Submission:**

1. The participating bidders in the tender should register themselves on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in) and on registration with the e-Procurement market place; bidders will be provided with a user id and password by the system.
2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
4. The bidders should scan and upload the respective documents in technical bid documentation as detailed at Tender Schedule including EMD.



5. The bidders shall sign on all the statements, documents and certificates uploaded by them, owning responsibility for their correctness/authenticity.
6. Financial Bid: the rates should be quoted in online only

**Offline Submission:**

1. Bid document fee and Bid Security (EMD) should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as “Tender Fee”.
2. The uploaded Technical Bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as “Technical Bid”.
3. The two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as “Tender for proving security services” should reach “Administrative Officer, IIIT Srikakulam, Rajiv Gandhi University of Knowledge Technologies, S.M.Puram, Etcherla (M), Srikakulam District – 532402(A.P.)” on or before 16-10-2017.

Note:Physical submission of financial bids will not be accepted. Further, there shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed, the bid document will be summarily rejected in the first instance itself.

## **J. BID EVALUATION PROCEDURE**

The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for the next stage. Any participating vendor may depute a representative to witness these processes. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or IIIT Srikakulam may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

The Tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.

1. **Opening of bids:** Bids will be opened on the e-Procurement web site at the scheduled time & date by the Director, IIIT Srikakulam, RGUKT-AP or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time. Bids that submitted on both online and offline within last date of submission are only considered for opening and their names will be read out. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The sealed envelopes of bidders whose name read out will be opened and evaluated by a duly constituted committee. In the process of evaluation, comparison of bids, IIIT Srikakulam reserves the right to reject any or all bids.

2. **Bid Document Fee and Bid Security (EMD) amount:** At first stage, ENVELOPE-ONE of the bid will be opened. The bid document fee and EMD will be scrutinized first for the amount and validity period. The bids submitted with required bid document fee and EMD amount/validity only are

considered for the evaluation. The bids submitted with insufficient bid document fee and EMD amount/validity will be treated as disqualified bids and those bids will not be considered for further evaluation.

3. **Evaluation of Technical bids:** At second stage, ENVELOPE-TWO: Technical bid of bidders who submitted bid document fee and EMD amount will be opened and evaluated by the constituted committee. The documents furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. The evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation. Further, IIIT Srikakulam may ask vendor(s) for additional information and technical faculties to verify claims made in Technical bid documentation. The concerned bidder, on demand, should be able to demonstrate functional requirements as described in the specifications.
4. **Evaluation of financial bids:** At third stage, financial bids of those vendors who satisfy all phases of technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. IIIT Srikakulam will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid. If there is a discrepancy between words and figures, the amount in words will prevail. IIIT Srikakulam may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.
5. **Award Criterion:** Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire period for the services. Further, it will not be obligatory for the IIIT Srikakulam to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

The evaluation matrix prescribed in **Annexure-11** will be used to identify the suitable agency for outsourcing of watchman for security services at IIIT Srikakulam. In case two or more agencies are found to have the same points as calculated using evaluation matrix, the Director, IIIT Srikakulam shall decide about the Agency to which the offer shall be granted. Such decision by such authority shall be final.

**Note:** Any effort by a bidder to influence IIIT Srikakulam officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids.

## **K. AWARD OF CONTRACT**

1. **Notification of award:** Prior to expiration of the period of bid validity, IIIT Srikakulam will notify the successful bidder(s) in writing through Speed Post / Fax / e-mail or any other form of communication that its bid has been accepted. At the same time as the IIIT Srikakulam notifies the successful bidder that its bid has been accepted, the IIIT Srikakulam will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
2. **Performance Security:** The successful bidder shall require submitting the performance security with 7 days from the receipt of notification of award. The performance security shall be in one of the following forms:

- a. A bank guarantee or an irrevocable letter of credit, issued by a reputed bank located in India with at least one branch office in Srikakulam, in the form provided in the bidding document or another form acceptable to the IIIT Srikakulam; or
  - b. A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favor of "The Director, RGUKT, IIIT Srikakulam"
3. **Signing of contract:** On submission of performance security, the successful bidder is required to execute an agreement on a non-judicial stamp paper of appropriate value in a prescribed format.
- Failure of the successful bidder to sign the contract proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security (EMD), in which event the IIIT Srikakulam may make the award to another bidder or call for new bids.
4. **Return of EMD:** Upon the successful bidder(s) signing on the contract, IIIT Srikakulam will promptly notify each unsuccessful bidder. The bid security (EMD) of all the bidders shall be refunded without any interest on it within 30 to 90 days after awarding of the contract.

## **L. TERMS AND CONDITIONS**

1. The contract is initially for a period of one year. The contract may be extended for one more year based on the performance of the agency and/or institute needs. The requirement of actual manpower may vary according to the need and may be reviewed / reduced / enhanced as and when required.
2. If any bidder wishes to participate in more than one tender of the institute i.e Manpower, Security and Housekeeping services and identified as a successful bidder in the first opening bid, then his bids for other tenders will be rejected. **Bids will be opened in the sequence of 1. Outsourcing of manpower 2. Outsourcing of watchman services 3. Outsourcing of Housekeeping services.**
3. The Bidder should not hold / possess any work or service contract with the institute at the time of award of contract.
4. The successful bidder will not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of IIIT Srikakulam.
5. During the period of agreement, the IIIT Srikakulam is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the IIIT Srikakulam.
6. The selected agency should obtain and produce license under the Contract Labour (Regulation&abolition Act 1970) from the labour department. The agency should maintain and if necessary submit to the IIIT Srikakulam for inspection on demand the records such as Muster roll, Payment register etc.
7. The bidding agency will be bound by the details furnished by them to IIIT Srikakulam, while submitting the bid or at a subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the agency is liable for LEGAL ACTION besides termination of contract.
8. The bidder shall ensure that the security personnel deployed at IIIT Srikakulam conforms to the STANDARDS prescribed in the Tender Document.

9. The successful bidder should furnish the following documents in respect of each security personnel deployed at IIIT Srikakulam, before the commencement of contract.
  - a. List of trained security personnel identified / selected by agency for deployment at IIIT Srikakulam, with Bio-data i.e. date of birth, age, qualification address etc.,
  - b. Character certificate from a Gazette officer of the Central / State Government.
  - c. Certificate of verification of antecedents of persons by local police authority.
10. In case there is any change in employment of the security personnel, such change shall be intimated to the Institute in writing well in advance.
11. The selected agency should provide identity cards to the personnel deployed at the IIIT Srikakulam having the photograph of the personnel and personal information such as name, designation, address and identification mark etc., attested by the Security officer at the IIIT Srikakulam.
12. Any personnel found without wearing I.D. cards shall be treated as absent and shall not be allowed in the campus.
13. Items of equipment, Walkie Talkies, Headgears, Metal Detectors, Torches, Lathis, Uniforms including Rain Coat, Jerkins, Identity Cards etc., for efficient conduct of duty by the agency personnel shall be provided by the agency and should be in good presentable condition.
14. For patrolling purpose, the successful bidder should arrange to have vehicle of his own (minimum one four wheeler vehicle and 2 two wheeler vehicle). Expenditure towards diesel, repairs etc., for the vehicles will not be provided or reimbursed by the IIIT Srikakulam.
15. IIIT Srikakulam is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the IIIT Srikakulam. The agency should make its own arrangements.
16. The selected agency should designate / deploy a field officer at its own cost who would regularly interact with officers of the IIIT Srikakulam, so that better co-ordination, services and utilization of optimal manpower deployment could be addressed.
17. The manpower employed by the agency should be required to work in three shifts of 8 hours duration on all seven days with staggered weekly off.
18. The personnel deployed should be required to report for work at specified shift hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift / day the wages for that shift / day shall be deducted.
19. The agency should ensure that the personnel deployed at the IIIT Srikakulam are solely deployed only at the IIIT Srikakulam, and shall not be shared across organizations. Further the agency shall ensure that the personnel are not deployed beyond the maximum number of (regular) shifts per month as specified in the Labour Law. Failure to comply with this would result in administrative charges calculated only for shifts done by security personnel.
20. The duty hours should not exceed eight hours at a stretch. A continuous shift by the same person is not allowed and no post should remain unmanned. Odd duties / shifts may be required according to exigencies, which are to be provided by the agency.

21. Absenteeism must not exceed 10% of the total deployment in any month. Further within each shift the absenteeism should not be more than 15% of the deployment. The above should be achieved without individual person doing double shift or doing more than the maximum shift allowed by the contract (26 shifts in a month).
22. The agency should ensure the additional requirement of manpower to provide weekly off and leaves as mandated in the labor laws
23. The selected agency should immediately provide replacement for any person/personnel who is (are) absent and ensure that as far as possible no designated post is left vacant in any shift. In case the agency fails to provide replacement within three working days appropriate penalty will be levied.
24. The Security personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the IIIT Srikakulam.
25. The agency should ensure good behavior, conduct, and sincere discharge of duty by the personnel engaged by them. The personnel of the Security Agency should perform their duties effectively and diligently to uphold the dignity of the IIIT Srikakulam.
26. The selected agency should ensure that any information related to Research, Operational process, Technical know-how, Security Arrangements and Administrative / Organizational matters are not divulged or disclosed to any person by their personnel deployed at the IIIT Srikakulam.
27. The Security Agency should be responsible for any act of indiscipline on the part of the security personnel deployed by them and should also ensure that they do not indulge in consumption of Alcohol / Smoking while on duty.
28. In case, the personnel employed by the successful bidder commits any act of Omission / Commission that amounts to Misconduct / Indiscipline / Incompetence / Security risks, the selected agency should take appropriate disciplinary action against such personnel immediately when such instances are brought to the notice of the Agency, failing which it would amount to breach of contract and may lead to termination of contract.
29. The agency on its part and through its own resources should ensure that the goods, materials and equipment etc., are not damaged in the process of carrying out the services undertaken by it and should be responsible for the act of omission or commission on the part of its staff or its employees etc.,
30. If the IIIT Srikakulam suffers any loss or damage on account of negligence, defaults or theft on the part of the employees of the agency, then the agency / service provider shall be liable to reimburse the value of the loss, as decided by the IIIT Srikakulam for the same. The agency should keep the IIIT Srikakulam fully indemnified against any such loss or damage. In case of frequent lapses on the part of the security personnel deployed by the agency, IIIT Srikakulam shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
31. The Service Provider / Agency will be responsible for making any direct or indirect damages to the vehicle or other movable or immovable properties of the Institute arising due to negligence, incompetence, or willful or otherwise negligence of its employees. The Agency will have to reimburse all cost borne by the IIIT Srikakulam in this respect.

32. The Security personnel deployed by the agency should ensure that the IIIT Srikakulam properties are protected from theft / pilferage / damage. After necessary investigation by a Committee constituted by The Director, IIIT Srikakulam, if proved that the Agency / their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs.10,000/- for each such incident.
33. The agency should not involve in any bribery or other unethical activities with anyone employed at the IIIT Srikakulam. The involvement in any such activity shall entail a penalty of Rs.10,000/- for each such incident.
34. If the agency fails to provide services to the satisfaction of the IIIT Srikakulam on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the Performance Security.
35. Under no circumstances, the staff members and / or the workmen / employees of the security agency shall be treated, regarded or considered or deemed to be the employees of IIIT Srikakulam and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified IIIT Srikakulam against any claim that may have to meet towards the employees deployed by the agency.
36. **Legal terms and conditions**
- a) For all intents and purposes, the bidder shall be the “Employer” within the meaning of various Labour Legislations in respect of manpower so employed and deployed at IIIT Srikakulam, for security services on contract.
- b) The selected agency shall alone be solely responsible for the redressal of grievances / resolving of disputes relating to person deployed. IIIT Srikakulam, shall in no way, be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- c) The personnel of the Security Agency shall not take part directly or indirectly in any of the activities of the Association / Union of the employees of the Institute and shall help the IIIT Srikakulam to maintain strict security measures at all-time including during agitation, staged by such Association / Union.
- d) The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. The Agency shall also be responsible for the insurance of its personnel. The Security Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-
- i. The Payment of Wages Act 1936
  - ii. The Employees Provident Fund Act, 1952
  - iii. The Factory Act, 1948
  - iv. The Contract Labour (Regulation) Act, 1970
  - v. The Payment of Bonus Act, 1965
  - vi. The Payment of Gratuity Act, 1972
  - vii. The Employees State Insurance Act, 1948

- viii. The Employment of Children Act, 1938
  - ix. The Motor Vehicle Act, 1988
  - x. Minimum Wages Act, 1948
  - xi. Private Security Agencies(Regulation) Act 2005
- e) The agency shall alone be liable to pay compensation for any damage / death / injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work / duty at the IIIT Srikakulam and outside the IIIT Srikakulam during the contract period.
  - f) The selected agency will be required to pay remuneration fixed by Govt. of AP to watchman as per GO Ms. No. 151. The bidder will maintain proper record as required under the Law / Acts.
  - g) The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IIIT Srikakulam.
  - h) The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., & Income Tax to concerned tax authorities from time to time as per the rules and regulations on the matter.
  - i) The selected agency shall maintain all statutory registers applicable under the Law. The agency shall produce the records on demand to the concerned authority of IIIT Srikakulam or any other authority under Law.
  - j) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIIT Srikakulam is put to any loss / obligation, monetary or otherwise, IIIT Srikakulam will be entitled to recover such damage / loss out of the outstanding bills or from the Performance Security Deposit of the agency.
  - k) The selected agency will indemnify IIIT Srikakulam from all legal, financial, statutory, taxation, and any other liabilities.

### **37. Financial terms and conditions**

- a) No advance amount will be paid to agency
- b) The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective agency, for those employed at IIIT Srikakulam, must be provided by the selected agency to IIIT Srikakulam every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at IIIT Srikakulam in the name of IIIT Srikakulam.
- c) The rates agreed upon except the remuneration paid to employee and service Tax as notified from time to time by the state Government shall remain unchanged until the expiry of contract period or till they are amended by the IIIT Srikakulam.
- d) The agency shall submit the bill, in triplicate, along with attendance sheet (attendance records as per Bio-metric attendance recording system which duly verified and attested by IIIT Srikakulam authorities) in respect of the persons deployed and submit to Finance Office at IIIT Srikakulam by the third week of the subsequent month. The payment will be released within two weeks from the date of submission of such bills. The claims in bills regarding Tax if any

should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of IIIT Srikakulam. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly / yearly return under the respective Acts.

- e) The monthly wages of the employees for a month should be paid on or before 5th of the succeeding month without waiting for the payment from the institute. **Failure to do so will result in levy of penalty of 0.5% of total bill per day.**
- f) The contractor must ensure that entitled wages of the workers are credited to their bank account on or before 5th of the succeeding month. Contractor shall not enjoy any relaxation in this matter. While submitting the bill, the service provider must file a certificate certifying the following:
  - i. Wages of the workers were credited to their bank account on \_\_\_\_\_(Date)
  - ii. ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (Date). Copy of the Challan to be enclosed.
  - iii. EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (Date). Copy of the Challan to be enclosed.

38. **Penalty:**IIIT Srikakulam shall be entitled to impose anypenalty to the extent of Rs.10,000/- (Rupees ten thousand only) on the firstoccasion upon the agency in the event of breach, violation contravention of anyof the terms and conditions contained the agreement brought to the notice. Ifthe lapse is repeated again, the extent of penalty will be doubled on each suchoccasion. The decision of the Director, IIIT Srikakulam inthis regard shall be final and binding upon the agency. Some of the instances inwhich penalty would be imposed are enumerated below, but these are notexhaustive but illustrative and penalty may be imposed on anyviolation/breach or contravention of any of the terms & conditions as well asassigned duties and responsibilities.

- a) If the personnel are not found in proper uniform, and not displayingphoto identity card.
- b) If the personnel found indulging in smoking/drinking alcohol while on duty.
- c) If any personnel found performing the duty by submitting a fake nameand address.
- d) If the personnel deployed are found absent from duty or sleeping or found engaged in irregular activities.

39. **Termination of the contract:**The contract can be terminated in under any of the following conditions :

- a) IIIT Srikakulamshall be at liberty at its entire discretion to terminate the contract forthwith upon or at any time a breach or default of any of theterms and conditions contained herein or any other circular and/or rulesframed subsequently, is committed by him and/or by his Security Guardsemployed by it.
- b) Insolvency or dissolution of the partnership firm or death or adjudicationas insolvent of any partner of the Security Agency.
- c) Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.



- d) If any attachment is levied and continues to be levied for a period of seven days upon Security Agency effects or any individual/ partner for the time being of its firm or any member of its cooperative society.
- e) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
- f) If Security Agency shall either by him or by his servants commit or suffer to be committed any act which, in the opinion of the Director of IIIT Srikakulam whose decision in that behalf shall be final is prejudicial to the interest or good name of the Institute.
- g) Violation of the provisions of Contract Labour (R & A) Act 1970, Private Security Agencies (Regulation) Act 2005 and other acts, rules, schemes or notifications issued by the Central or AP State Govt. from time to time, as applicable.
- h) IIIT Srikakulam, may at any time by giving 30 days written notice to the agency, terminate the Contract, for its convenience. The notice of termination shall specify that termination is for the IIIT Srikakulam convenience, the extent to which performance of the agency under the Contract is terminated, and the date upon which such termination becomes effective.
- i) The agency shall give a notice of 3 months (90 days) before withdrawing their services from the IIIT Srikakulam during the contract period. In case the service is not found to be satisfactory, the contract shall be terminated by IIIT Srikakulam by giving notice of one month to this effect.

On termination/expiry of the contract, the, Security Agency will immediately remove all its personnel from the premises of the IIIR Srikakulam.

40. **Resolution of disputes:** The IIIT Srikakulam and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. The Director, IIIT Srikakulam is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all. If, after thirty (30) days from the commencement of such informal negotiations, the IIIT Srikakulam and the agency have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party. The dispute resolution mechanism shall be as follows:

In case of a dispute or difference arising between the IIIT Srikakulam and the agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996. All Arbitration proceedings shall be held within the Jurisdiction of Srikakulam(AP).

## Annexure-1

### Qualifications and Experiences of Manpower

#### A) Qualitative Requirements of Watchman

- Minimum 10<sup>th</sup> pass or equivalent
- Maximum Age 55 Years
- Minimum Height- 5.5"
- BMI should be below 25
- Able to walk and patrol 8 hours a day
- Climb steep stairs or a ladder
- 20/20 vision (or corrected to 20/40 with glasses).
- Physically fit and healthy (Physical fitness certificate from a civil surgeon is to be submitted)
- Knowledge of Telugu Must. Able to read and write in Telugu & English.
- No history or presence of any psychiatric disorder
- Experience : Min.2 years

#### B) **Physical Fitness:** Those personnel failing to clear the tests twice in a year as given below may be rejected by the Institute and their replacement shall be provided by the contractor within a week.

- a. Male watchman below 25 years age – 5 Km in 25 minutes
- b. Male watchman above 25 but below 30 years age – 5 Km in 27.5 minutes
- c. Male watchman above 30 but below 40 years age – 5 Km in 32 minutes
- d. Male watchman above 40 years age – 5 Km in 35 minutes
- e. Female watchman below 25 years age – 5 Km in 30minutes
- f. Female watchman above 25 but below 30 years age – 5 Km in 33 minutes
- g. Female watchman above 30 but below 40 years age – 5 Km in 37 minutes
- h. Female watchman above 40 years age – 5 Km in 40 minutes

#### C) No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him/her shall be deployed for watch and ward in the IIIT Srikakulam.

#### D) **Shift Hours:** Below is the tentative schedule of the three shifts

- 1st Shift 06.00 hours to 14.00 hours
- 2nd Shift 14.00 hours to 22.00 hours
- 3rd Shift 22.00 hours to 06.00 hours

**E) Fill of Post:** For filling the specified posts rule of reservation should be followed scrupulously as indicated in departmental website of social welfare department. **While filling the posts preference is to be given for the existing staff.**

**Annexure-2**  
**Technical Check List**

S.NO	Particulars	Name of the file uploaded	Page Name
1.	Bid Processing Fee by way of DD from anynationalized Bank		
2.	EMD (DD) from a Nationalized bank		
3.	Bidder letter Form		
4.	Bidder Information sheet		
5.	Valid Registration certification of the Agency/Firm		
6.	Valid GST registration certificate		
7.	Valid PAN card		
8.	Registration with EPF and its contribution		
9.	Registration for ESI and its contribution		
10.	Service Tax registration certificate		
11.	Valid License and Number under Contract Labour Act and under any other Acts/Rules		
12.	Registration under Private Security Agencies (Regulation) Act 2005		
13.	ISO Certificate 9001:2008		
14.	Annual returns of previous three years supported by audited balance sheet		
15.	Document/Papers supporting previous experience minimum for five years		
16.	List of major customer whom which the similar service executed		
17.	Satisfactory performance certificate from past customer for each work completed in the last three years.		
18.	Details of office/branch in AP		
19.	Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them		
20.	Price reasonability certificate		
21.	Details of manpower (security guards/watchman, security supervisor, security officer and trainer) on roll for the last three consecutive years. Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in IIIT Srikakulam		
22.	Details of devices available with agency for effective security services.		
23.	Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). In addition to the undertaking, the firm shall produce certificate/verification from local police station. Indicate any convictions in the past against the Company/firm/partner.		

24.	Acceptance of all the instructions, terms and conditions mentioned in this bid documents and conforming no deviation. As a token, tenderer should sign and affix his firm's stamp at each page of the bid document and all its annexure.		
25.	Evaluation Matrix for Award of Contract		
26.	Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.		
27.	Any other information/documents that are required in the biddocument		

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

Place & Date: Bidder's Signature with Seal

## Annexure-3 Bidder Letter Form

From:

(Registered name and address of the bidder)

To

The Director,

IIIT Srikakulam, RGUKT-AP,

S.M.Puram (v), Etcherla(M)

Srikakulam District – 532402 (A.P.)

Sir,

Having examined the bidding documents and amendments there on, forproving security service at IIIT Srikakulam, RGUKT-AP, in response to your tender call dated .....

1. I/We hereby offer to provide security service as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by IIIT Srikakulam.
3. I/We have understood the scope of work, Instruction to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to provide security service strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
  - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - c) A company and the person signing the document is the constituted attorney/ authorized signatory.(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with yourwritten acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - a) Provide services/execute the work according to the time schedule specified in the bid document,
  - b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and

- c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure-4**  
**BidderInformation Sheet**

1.	Name of the organization:	
2.	Year of establishment:	
3.	Registered Office Address	
4.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman and Managing Director (Please use separatesheet if found necessary)	
5.	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
6.	License number under Contract Labour (R&A) Act.	
7.	License No. under Private Security Agencies (Regulation) Act 2005	
8.	Registration No of Firm	
9.	PAN No.	
10.	Provident Fund Account No.	
11.	ESI Number	
12.	Name & Designation of Authorized person:	
13.	Phone No.	
14.	Fax No.	
15.	Email-ID	
16.	Total No. of branch offices in AP	
17.	Any other trade / business in addition to Security Services	
18.	Total experience (Years / Months) in Security Services Field	
19.	Have your Concern / Firm / Company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
20.	Were the Company / Firm ever required to suspend Security Services for a period of more than six months continuously after you commenced the Security Services? If yes, state the reasons.	



21.	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
22.	Brief details of Litigations, if any, connected with Security Services work, Current or during the last three years, the opposite party and the disputed amount.	
23.	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
24.	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved	
25.	Details of Awards, if any received or Reviews in the Media, if any	
26.	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
27.	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
28.	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

Place & Date: Bidder's Signature with Seal

**Annexure-5**  
**List of Major Customers (Both Ongoing and Completed)**

S.No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc., )	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract	
					From	To

**Annexure-6**  
**Performance Certification from the Client of the bidding agency**

Feedback about M/s. \_\_\_\_\_

Engaged by M/s. \_\_\_\_\_

Contact details:

S.No	Activities	Points (5 – Excellent,4 - Very Good, 3 – Good,2 – Satisfactory, 1 – Poor)
1.	Attendance	
2.	Record maintenance	
3.	Crime detection and follow-up action	
4.	Welfare Measure by the Agency to their staff	
5.	Gadgets used (wireless, transport, Phone, torches etc.)	
6.	Monitoring mechanism	
7.	Training (in-door/outdoor/traffic control)	
8.	Liaison / Rapport with local police if necessary	
9.	Behaviors with Staff and Guest	
10.	Disciplinary action against security personnel or company if any	
<b>Total Points (out of 50)</b>		

**Signature and Seal**

**Annexure-7**  
**Details of office/branch in AP**

<b>S.No</b>	<b>Full Address of Office</b>	<b>Contact person with phone No.</b>	<b>No of Employees</b>

**Annexure-8**  
**NON BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by IIIT Srikakulam and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and IIIT Srikakulam may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

**Annexure-9**

**PRICE REASONABILITY CERTIFICATE**

1. I/We \_\_\_\_\_ hereby certify that the service charge quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We will not quote for outsourcing of manpower services in offer letter at service charge lower than quoted to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not quote for outsourcing of manpower services in offer letter at prices lower than those quoted to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of validity of the offer/rate contract.
4. I/We also undertake to bring the attention of the Director, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Director regards to the determination of quantum payable shall be final.

Date:

(SIGNATURE & STAMP OF THE AUTHORIZED SIGNATORY)

## Annexure-10

### Evaluation Matrix for Award of Contract

Name of the bidder: \_\_\_\_\_

Weightage of Technical Bid to be filled by the Agency/Contractor					Weightage-50 Marks	
S.No	Description	Maximum Marks	Awarding Criterion		Obtained Marks	Proof attached at Page No.
			Marks	Criterion		
1.	Company Incorporation Documentary	5	5	Private Limited/ Limited Company/ Corporation		
			4	Partnership with Limited Liability		
			3	Partnership firm		
			1	Proprietary firm		
2.	Private Security Agency (PSA) License and ISO Certification	5	1	PSA of Andhra Pradesh		
			1	PSA of Any Second State		
			1	PSA of Any Third State		
			1	Registration with DGR		
			1	ISO 9001:2008 certificate		
3.	Year of Experience in the Security Services	5	5	Above 15		
			4	12-15		
			3	9-12		
			2	6-9		
			1	3-6		
4.	Average turnover (in INR Cores) for the preceding three financial years	5	5	Above 15		
			4	Above 10 to 15		
			3	Above 5 to 10		
			2	Above 3 to 5		
			1	1.5 to 3		
5.	Capability & Resources	10	2	If CMD/Majority Partner/ Proprietor, is an Ex		

				Commissioned Officer from Armed Forces/ equivalent from Police/ Para Military		
			2	More than 5 branch offices in Andhra Pradesh		
			3	Police Verification Certificate indicating no convictions against the Company/firm/partner.		
			3	Performance Certificate from the last three client with minimum average points of 35		
6.	Total number of workers continuously on rolls for last six months, will be verified from EPF Portal	10	10	Above 3000		
			8	2500-3000		
			6	2001-2500		
			4	1501-2000		
			2	1001-1500		
			1	500-1000		
7.	No of Contracts (each with annual value above 50 lakhs) in the name of same [applying] firm for the preceding three financial years	10	10	5 and above		
			8	4		
			6	3		
			4	2		
			2	1		

Weightage of Financial Bid (For office use Only)			Weightage-50 Marks	
S.NO	Lowest Bid Value	Marks Calculation	Marks Obtained	
1	1 <sup>st</sup> Lowest Bid Value (L1)	$(L1/L1)*50$		
2	2 <sup>nd</sup> Lowest Bid Value (L2)	$(L1/L2)*50$		
3	3 <sup>rd</sup> Lowest Bid Value (L3)	$(L1/L3)*50$		
-	-	-		
n	n <sup>th</sup> Lowest Bid Value (Ln)	$(L1/Ln)*50$		



**Annexure-11**  
**Price Bid Format**

Name of the Agency	
Address	
Agency commission in percentage on remuneration (excluding all statutory obligations) to be paid to the outsourcing employee	In Fig: _____% In words: -----