



**Tender For Providing of Security Services
at IITTM Gwalior**

Tender No. : **IITTM/Security/2018/Accounts**

Tender Date : **01.03. 2018**

Last Date of submission : **22.03. 2018**

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT,

Govindpuri, Gwalior-474 011, Madhya Pradesh

Telephone No. : **0751-2344056 email: iittm.ac.in**

Tender Fees: Rs 1000/-



Tender for Security Services at IITM Gwalior

S No	Particulars	Page No.
1	Notice inviting tender	3
2	General Instructions for Tenderer	4-5
3	Security Personnel lay out plan	6
4	Scope, Terms and Conditions	7-16
5	Technical Bid	17-18
6	Price Bid	19
7	Tentative Positions of Security Personnel Annexure A	20
8.	Affidavit, Annexure B	21



NOTICE INVITING TENDER

IITTM Gwalior is India's one of the premier educational institutes. Sealed tenders from eligible agencies are invited to provide Security Service.

1. Name of Work: Contract for Security Service at IITTM Campus Gwalior
2. Earnest Money Deposit: Rs. 1,00,000 (Rs. One Lakh only) through Demand Draft in favour of Director IITTM payable at Gwalior
3. Cost of Tender Document: Rs. 1000/- (Non- refundable) payable in the form of Demand Draft in favour of Director IITTM payable at Gwalior
4. Date of issue of Tender: **01.03.2018**
5. Last date to submit the Tender: **22.03.2018 (15.00 Hrs)**
6. Date of Opening Technical Bid: **22.03.2018 (15.30 Hrs)**

The tender Document can be downloaded from IITTM website www.iittm.ac.in from **01.03.2018** onwards. The agency must attach the tender document fee of Rs. 1000/- (Rupees One Thousand only) through Demand Draft in favour of the Director, IITTM payable at Gwalior along with the completed tender document.

The completed tender shall be received by the institute at the address given below till 15.00 Hrs of **22.03.2018**. The technical bid will be opened on the same day at 15.30 Hrs in the presence of bidders. If any of the above date(s) happen(s) to be a holiday the scheduled activity would take place on the next working day.

Director
IITTM, Govindpuri,
Gwalior-474011(MP)



GENERAL INSTRUCTIONS FOR TENDER NOTICE

Sealed Tenders in prescribed format are invited from reputed Security Agencies for “Providing security services at the Indian Institute of Tourism and Travel Management, Gwalior”

Tender document can be downloaded from the <http://www.iittm.ac.in>. The bidder should submit Technical Bid and Price Bid in separate sealed covers.

- (i) Technical Bid containing information regarding business turnover, experience and other details of the firm to judge the suitability of the service provider.
- (ii) Price bid containing price including minimum wages of Security Supervisors, Security Guards (Ex-serviceman)/Gunmen & Civil Guards.

The Technical bid will be opened on **22.03.2018** at 15.30 Hrs in the Conference Room of the Administrative Block in the presence of the bidders. Price bids of only those bidders will be opened whose technical bids are found suitable by the Committee appointed for the purpose. Date of opening of price bids will be decided after technical bids have been opened and evaluated by the said Committee.

Contract will be awarded initially for a period of *one year* to the successful bidder. This period may be extended on year to year basis upto a maximum of 3 years on satisfactory performance and mutual agreement. The successful bidder shall execute an agreement on non-judicial stamp paper of Rs.100/-. In the event of bidder backing out before actual award or after execution of the agreement, Director, IITTM will have a right to forfeit the earnest money in full. Director, IITTM reserves the right to reject any or all the applications without assigning any reasons.

General Instructions to Tenderers:

1.Pre- Qualification Criteria:

The Agencies that fulfill the following requirements shall be eligible to apply.

- i) The Security Agencies having not less than 50 trained security guards on their payrolls are only eligible to apply. The documentary evidence duly certified by the appropriate authority to this effect should be attached.
- ii) The bidder shall have the following registrations and details of the same be provided in the Technical Bid along with **documentary proof**:
 - (a) PF Registration: as applicable
 - (b) ESI Registration:
 - (c) Service Tax Registration:
 - (d) GST Registration
 - (e) Valid License.
 - (f) Registration with Income Tax Department for permanent income tax code.
 - (g) Registration as proprietary firm, Partnership firm, Limited Company, Corporate body;
 - (h) Registration as Private Security Agency.
- iii) Organized training arrangements for security personnel with clear recruitment policies.
- iv) The Bidder should have continuous experience of providing 50 Security personnel during the last 3 years at a time in one or more organizations with minimum 20 security personnel in a single organization. Documentary evidence should be attached.
- v) The bidder should have average annual financial turnover of **Rs.20.00** lacs in each of the last three years, duly certified by Chartered Accountant along with audited balance sheets of the company for the



last three years. Documentary evidence in this regard should be attached. The photocopies of year wise service tax paid during the last three years should also be attached.

- vi) Capability to provide licensed radio / wireless equipment's for communication.
- vii) There should be no case civil/criminal/arbitration pending with the police or other statutory institutions against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not have been blacklisted at any point of time in history. An undertaking to this effect on firm's letterhead should be attached.

2. Earnest Money Deposit:

The tenderer shall deposit Earnest Money of **Rs.1,00,000/- (One Lakh only)** and another separate demand draft of Rs.1000/- (Rupees One Thousand only) as a non-refundable tender fee, drawn in favour of "Director, IITTM, "payable at Gwalior. The Earnest money so deposited will be refunded to the tenderers whose offers have not been accepted, within 45 days of opening of tenders. Earnest Money Deposit of the successful tenderer will become part of interest free security deposit/performance security till successful completion of the contract.

3. Tender Procedure:

(i) **Tender** must be submitted in a cover super scribed as "Tender for Security Services at IITTM Gwalior" The cover should contain two internal covers containing technical bid and price bid in the prescribed forms super scribed as "Tender for Security Services at IITTM Gwalior – Technical Bid" and "Tender for Security Services at IITTM Gwalior – Price Bid" respectively.

(ii) Technical Bid:

Tenderers must produce the originals of the copies of the documents submitted, for verification when required. If, the technical bids of the tenderers, which are not accompanied with the documents prescribed above, their tenders alongwith EMD and tender fee, are liable to be rejected forthwith. The technical bid consisting of the following documents shall be submitted by the tenderer:

Technical Bid Form

- a) Details of experience, copies of experience certificates i.e. only completion certificates of the experience issued by the Employer as specified in the eligibility criteria supporting their claim of experience.
- b) Signed Tender Document
- c) EMD and Tender fee as specified.

(iii) Price Bid:

The price bid enclosed to the tender should shows only the minimum wage per month as per Central Government rates for each Security personnel for each 08 hours shift. The tenderers shall quote their service charge separately in percentage only. The monthly wage of one Security Guard (per 8 hours shift) will be calculated as per the rates mentioned in the price bid format on per month basis. The tenderers will be responsible for all the statutory and other obligations like **PF, ES, Gratuity, Training & Supervision, Bonus, Uniform, Leave, Reliever Cost, Any Special Allowances, and Administrative Charges.**

The amount of monthly wages will be revised only on account of revision of rates of minimum wages as applicable by Madhya Pradesh Government of India at Gwalior. IITTM Gwalior will deduct TDS at the prescribed rate from the payment becoming due to the successful bidder. The Price bid of the successful bidder shall be valid upto the date on which the contract expires .

(iv) The tender documents *should be signed on every page by the tenderer* and enclosed with the technical



bid as an unconditional acceptance of the terms and conditions mentioned therein.

4. SECURITY PERSONNEL LAY OUT PLAN:

<u>ADMINISTRATIVE & ACADEMIC BLOCK</u>	<u>No of Duty Points</u>	<u>No of shifts</u>
1) ADMINISTRATIVE BLOCK	(01)	three shifts
2) ACADEMIC BLOCK	(02)	two shifts
<u>HOSTELS</u>		
3) BOYS HOSTELS (Three)	(03)	one shift
4) GIRLS HOSTELS (One)	(01)	one shift
<u>RESIDENTIAL</u>		
5) DIRECTOR RESIDENCE	(01)	three shifts
6) TYPE-IV QUARTERS	-	will be managed by the rounder
<u>ENTRANCE GATE</u>		
7) GATE NO.01	(01)	three shifts of one guard & one*gunman
8) GATE NO.02	(01)	one shift

*The gunman will act as a supervisor also during each shift.

2. Security Services will include-

- Security Supervisor cum Gunman (Ex-serviceman) and Security guards as per plan mentioned above
- Security of the assets of IITTM within the campus at Gwalior as per the institute's requirements against theft, pilferage and misappropriation.
- Prevent entry of unauthorized persons including hawkers, vendors etc.
- Maintain records of visitors as directed by IITTM Gwalior
- Regulate incoming and outgoing movement of material and vehicular traffic.
- Assist IITTM Gwalior in handling emergencies like fire, flood, earthquake etc.
- Liaison with local police and fire station

The scope of work may be modified during the period of the contract by mutual consent.



5. Terms and conditions:

1. The Security Agency shall provide security arrangement for guarding the Institute campus within the assigned premises as required by the Institute. Moreover, the Security Agency shall also protect the Institute Campus from anti-social elements.
2. The Security Agency may *employ personnel with proper screening and verification*. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty clause/points.
3. Every personnel deputed by the Security Agency should be in good physical health and be minimum SSC(10th class) pass and below 50 years of age with *proper medical certificate*. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
4. The Supervisor cum Gunman deployed by the Agency shall be In-charge of the security system in the campus and shall be responsible for the efficient rendering of the service under the contract. The security personal shall be equipped with latest communication systems (Walkie-Talkie)/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of the Institute, they shall work under directives and guidance of the Security Officer of the institute or any other official of the institute as authorized.
5. The Security Agency personnel should be smart, and properly turned out with boots / shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested jointly by the Executive of Security Agency and institute's representative. A photocopy of these cards along with personnel data shall be given to the Institute for record, verification etc.
6. The Security Agency shall provide proper uniform including shoes, caps, canes / stick, torch, jerseys (woolen sweaters) & rain coat etc. to every personnel deployed by the agency in the Institute Campus at *agency's own costs and expenses*.
7. On 26th January and 15th August the Agency will ensure that all the personnel deployed are in uniform and the rehearsal of the parade has been done one day in advance and the security supervisor will ensure that the arrangement for the flag hosting is completed in advance in the Institute.
8. The Security Agency shall ensure that before deputing the security staff, they verify the antecedents of all their staff and provide to the Institute a complete dossier of particulars of each security personnel proposed to be deployed. Non-compliance with this provision will deem to be the violation of the contract, inviting penal action including termination of the contract.
9. The Institute shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute's Security Officer or any other representative to be named by the institute. The decisions of the Director, IITTM/Nodal Officer/Security Officer shall be binding on the Security Agency.
10. Security Agency shall comply with all statutory requirements existing as well as those promulgated from time to time viz. the Payment of Wages Act, Provident Fund Act, Employee State Insurance Scheme, Family Pension Fund Act, Bonus, Gratuity Act, Shop & Establishment Act, Contract Act.



Etc. whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard if any,. Further, Security Agency shall not involve the Institute in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law explicitly or otherwise, including labor laws etc., any liability is put upon the Institute, the Security Agency shall undertake to indemnify the Institute completely.

11. The Security Agency shall supply a certified copy of their registration No. under the Shop & establishment Act, the Provident Fund Act, ESI, Labor Rules and Income Tax etc.
12. The personnel deployed by the Security Agency in the Institute shall be removed immediately if the Institute considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove a personnel who is found not 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 Institute. In case of removal of such personnel, no claim shall be maintainable against the Institute.
13. If the Institute incurs any expenses or any liability is put on it in connection with the deployment of the employee of Security Agency, the same shall be reimbursed by the security agency failing which it will be adjusted from the bill of Security Agency.
14. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Institute / Govt. of India / any State or any Union Territory.
15. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like pigs, monkeys, dogs etc., from the campus premises.
16. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry committee may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month in which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by the acts of omission and commission of the personnel of the Security Agency, or, if the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such omission and commission, the Institute or its employees to whom loss is caused, shall be indemnified/compensated by the Security Agency on actual basis.
17. The security agency has to make its own arrangement for the residential accommodation to the deployed staff.
18. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Institute have been paid minimum wages, as enforced from time to time, in accordance with the provisions of the Minimum Wages Act and that all other statutory requirements in this regard have been complied with.



19. The wages/salary shall be disbursed by the agency through Digital mode payment/RTGS only in their Bank Account.
20. Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per the provisions of the relevant laws.
21. The Security Agency shall take into consideration all levies and statutory taxes while quoting the tender. However, if any fresh taxes, charges etc. are levied by the Local / State / Central govt., subsequent to the date of opening of tender the same shall be reimbursed by the Institute against proof of production of payment.
22. The security personnel shall remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.
23. At no time shall there be more than 10% of the contracted manpower on leave or absent from the Institute duty. In case of long-term absence due to sickness, leave etc. Security Agency shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff as well as the guards shall be removed from Institute duty without seeking prior consent of the person authorized by the institute in this regard. Breach of this clause will attract penalty points.
25. All the assets and articles provided by the Institute shall be the property of the Institute and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the Institute may decide at its sole discretion, such property shall be handed over to the Institute forthwith.
26. In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well-trained guards as and when required by the Institute, on reasonable notice, as per the accepted rate given in the Price Schedule.
27. The payment for services under this agreement shall be made on monthly basis, through digital mode payment, drawn in favour of the Security Agency. The digital mode payment shall be paid within 15 working days of receipt of the bill for each calendar month, duly supported with the requisite details of the daily attendance and other records, which shall be open for inspection by the Institute. The final payment shall, however, be made only after adjusting all the dues/claims of the Institute.
28. Income Tax (TDS/GST) as applicable at current prevailing rate will be deducted at source.
29. The persons employed by the Agency for the security of the Institute will be the employees of the Security Agency and the Institute shall have no direct liability related to their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the Institute and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Institute.



30. The Security staff employed by the Security Agency will not join any union of the Institute nor shall they make any claim on service or other matter. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any unions/association of the Institute.
31. The Security Agency shall undertake, at its own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. This training program may be included in their duty, ie two hours in a week. It may include various aspects of security of a vital installation, expected major threats, and measures to curtail these threats, use of security equipments, and use of fire arms to armed guards etc.
32. Any payment required to be made by the Security Agency to its personnel in compliance with any of the laws of the land, shall be the sole responsibility of Security Agency. This would include specific responsibility with regard to the provision of the minimum wages act and / or any other law, which may be applicable in the instant case. The Institute will in no case be responsible for default, if any, in this regard. Even if, as per provision of any relevant enacting the liability becomes that of the Institute it is clearly agreed that the same shall be deemed to be that of Security Agency and shall be discharged by them. The Institute's liability towards personnel will be limited to the extent of the contract price accepted by the Institute.
33. The Security Agency in discharge of its duties will be bound by operational parameters.
34. In case of any delay in payment to the Security Agency by the Institute on account of administrative reasons, the security agency will not delay the payment to the security personnel deployed in the Institute and will not depend upon payment by the Institute. It will be the sole responsibility of the Security Agency to make the payment of the wages to the security personnel in time every month and any delay in this regard will invite negative points against the Security Agency.
35. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located in Gwalior.
36. The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the Institute. The security agency shall be fully responsible for taking follow up action and for pursuing the First Information Reports (FIRs) lodged by the residents of the campus with the police department.
37. The Security Agency shall submit the following documents along with the tender:
 - i. Up-to-date Income tax Clearance Certificate duly attested by a gazetted officer.
 - ii. Earnest Money Deposit of Rs. 1,00,000/- (Rupees One lakh only) shall be accepted in the form of *Demand Draft* of any scheduled / public sector bank, drawn in favor of the Director, IITTM payable at Gwalior.
 - iii. The Earnest Money of the unsuccessful bidders shall be refunded without any interest within 45 days after the written acceptance of tender to the successful bidder. However, the EMD of the successful bidder shall be converted into security deposit and held by the Institute as performance guarantee for the entire period of contract.
38. The Security Agency shall be bound to perform the assigned jobs even though the same may not have been included in the schedule of services. The charges for the extra services not mentioned in



the Price Schedule should be settled mutually.

39. No interim quires will be entertained.

40. At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment and publish in Institute website.

41. In order to afford prospective bidders a reasonable time to take the amendments into account in preparing their bids, the Institute may, at its discretion, extend the deadline for the submission of bids suitably.

The Security Agency shall be responsible to take care of all injuries and accidents to persons employed by them while on duty or otherwise. However, the Health Center facilities shall be available to the personnel only in respect of the injuries sustained by them in execution of the duties, which shall be restricted to the extent of primary health services only without any further encumbrances, monetary or otherwise. The Institute shall stand indemnified in respect of the treatment provided under such exigencies.

42. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the Institute's Employees, Faculty or Students of the Institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility.

43. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify whether he is signing as:

a. A sole proprietor of the firm or constituted attorney of sole proprietor.

b. A partner of the firm, in which case he must have authority to represent for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership agreement or power of attorney.

c. Constituted attorney of the firm. Provided that,

i. In case of (b) above, a copy of the partnership agreement or general power of attorney, in either case, attested by a Notary Public, or affidavit on stamp paper of all the partners admitting execution of the partnership agreement or the General Power of attorney should be furnished.

ii. In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner the tender offer and every partner of the firm should sign all other related documents.

iii. A person signing the tender form or any other documents forming the part of the

contract on behalf of another shall be deemed to be warranty that he has authority to sign such documents and if, on enquiry it appears that the person has no authority to do so, the Institute may, without prejudice to other civil and criminal remedies, cancel the contract and make or authorize execution of contract / intended contract at the risk and cost of such person and hold the signatory liable to the Institute for all cost and damages arising from the cancellation of the contract



- including any loss which the Institute may have on account of execution of contract / intended contract. Individual signing the tender or other documents connected with the contract shall indicate the full name below the signature and must specify the capacity and authority under which he has signed such document and shall also submit documentary evidence of his authority duly attested by a Notary Public.
44. In the event of any loss being caused to the Institute on account of the negligence of the employee of the Security Agency, the agency shall make good the loss sustained by the Institute, either by the replacement or on payment of an adequate compensation on actual basis.
 45. The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.
 46. None of the employees of the Security Agency shall enter into any kind of private work within or outside the campus of the Institute. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action.
 47. The employees of the Security Agency shall be of good character and of sound health.
 48. The Security Agency shall maintain Complaint Book at the main entrance gate which will be made available to the supervisory staff of the Institute Security and the residents /employees of the campus.
 49. In a manner satisfactory to the Institute, the Security Agency shall provide necessary expertise and trained manpower to attend to the various needs of security services at the Institute buildings, hostels, residences and the campus in general.
 50. Security Agency shall ensure protection of all properties and personnel of the Institute, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.
 51. Security Agency shall abide by all laws of the land including, Labour Laws, (ESI, PF, BONUS etc.) Companies Act, Tax Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Security Agency, and it shall not involve the Institute in any way whatsoever.
 52. *The Security Agency shall supply trained manpower for the security duties in the campus. It shall also undertake at its expense and to the satisfaction of the Institute, a continual updating of skills and procedures followed by the Security staff.* For this purpose the agency shall organize suitable training camps for its cadres from time to time.
 53. In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by the
 54. Security Agency or its staff or otherwise, any harm done to the Institute, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Director, IITTM may deem fit.
 55. The agency has to pay Rs 3,00,000 (Rupees Three Lakhs) as a Security Deposit in the form of DD/banker's cheque in favour of Director, IITTM payable at Gwalior. Earnest Money may be



- adjusted against Security Deposit. The security deposit will be released on the successful completion of the contract without interest and after adjusting the recoveries if any.
56. The Security personnel shall be required to work in three shifts. However no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift more than 5 times in a month.
 57. The Security personnel should keep all firearms, cartridges, Guns etc in their safe custody and at their own risk and cost.
 58. The attendance of the security staff should be through biometric machine/attendance register only. The payment will be made on the basis of the report generated through biometric machine.
 59. Any change of security personnel should be done with the prior approval of the Competent Authority of IITTM Gwalior.
 60. Security Agency shall supply uniforms with name-plates/name-tabs to the persons engaged on duty. The Institute shall not allow any employee of the Security Agency to work inside the Institute without the uniform. If during the period of contract the uniforms are worn out, it shall be the responsibility of the Security Agency to supply another set of uniform to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the Institute. The Security Agency shall get the identity card of each employee attested from the Security Officer of the Institute. The Institute shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would be the responsibility of the Security Agency to supply such minor equipments as necessary for discharge of duty.
 61. The Security Agency shall have a regular system of training the Guards before deploying them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.
 62. The Security Agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified and brought to the knowledge of the Competent Authority of the Institute.
 63. The Security Agency shall have resources to assist the principal employer (i.e. the Institute) in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance free of charge.
 64. Security Agency shall apply to the Labour Commissioner for obtaining a labour license within a reasonable time and will submit a copy of the license to the Institute within 15 days of award of contract.
 65. On termination / expiry of the contract, the Security Agency will immediately remove all its personnel from the premises.
 67. The tender shall remain valid for a period of 90 days from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% (hundred percent) of the Earnest Money shall be forfeited. In exceptional circumstances, the Institute may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
 68. Any of the following action's / commission's / omission's are likely to cause rejection of bid



summarily:

- i. Any bid received late without conclusive proof that it was delivered before the specified closing date & time.
 - ii. Any bid not accompanied by required Earnest Money Deposit (EMD) or Tender fee.
 - 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 Document.
 - vi. Any bid received without and latest attested Income Tax clearance copy.
69. Institute reserves the right to negotiate with L-1 bidder to arrive at the fair and reasonable price. In case of L-1 is more than one, then it would be at the discretion of the committee to negotiate with L-1 parties. The decision of the Director, IITTM will be final in all respects and will be acceptable to all the tenderers.
70. The award of work order, when issued to the successful bidder, will constitute the contract with collateral support from terms and conditions of the tender invitation notices as well as formal agreement on non-judicial stamp paper duly executed, all of which finally form the contractual obligations to be adhered and performed by the bidder, and the non-performance of any of such obligations make the bidder liable for consequential effects.
71. The bid shall not contain corrections, erasures or over writing.
72. The Institute does not bind itself to accept lowest or any other tender. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected bidder or bidders on the grounds of the Institute's action.
73. The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) and commence the work within 1 (one) month from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit.
74. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities, the wages of the personnel and incentives if any, cost of minor equipment such as batons, torch etc., consumables such as electricity etc. and contingent expenditure incidental to the work, contractor's profit etc. Nothing extra shall be payable in addition to the accepted rate for each individual item as per the Price Bid.
75. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out by anybody for disposal.
76. The posts/couriers received (after office hours) at the main gate should be handed over to the dispatch section immediately on receipt. However if the same is not delivered the reason there of should be brought to the notice of the Institute.
77. The security personnel deployed at the main gate of the Institute will also maintain a log-book for vehicles hired from the Transport Contractor for each tour undertaken, name of the officer/faculty using the transport facility, meter readings, place visited etc.



78. The Security Agency shall maintain record of major/minor incidents on daily basis and report the same to the authorized official of the Institute in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/criminal activities happening in the campus. The security agency shall also be responsible to lodge complaints with police authorities in such instances with the consent of the Director, IITTM and take follow-up action for recovery of lost material/equipment etc.
80. The Security Agency shall maintain Attendance and Wages registers for all guards engaged under the contract at Institute and will also take out Workmen's Compensation insurance policy. The Contractor must make the payment of wages to guards by 7th of every month . The wages of labour engaged for providing security services shall be not less than the minimum wages notified by the State Govt./ Labour Commissioner Notification, from time to time.
81. The amount of PF/ESI/Service taxes will be reimbursed to the agency on submitting the proof of payment.
82. The bidders are advised to refrain from stipulating any conditions, rebates etc. in violation of the terms of the tender. The Institute reserves the right to reject such tenders in which conditions of rebate is stipulated, without assigning any reasons thereof.
83. **Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before / after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by mutual understating of both the parties. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to proceed denovo. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also a term of the contract that the cost of arbitration shall be borne by the parties themselves. The venue of arbitration shall be at Gwalior. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
84. **Forced Measures:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed



or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the Security Agency, the security personnel & equipment deployed in the campus until a new security agency is appointed and commences the operation.

OPERATIONAL PARAMETERS

The main security objectives of IITTM Gwalior are as under:

1. To work for the safety and security of the institute premises including furniture, fixtures & equipment's. Prevention of loss of the Institute and private property by thefts, burglaries, dacoity etc.
2. Prevention of injury, assault, and violation, of the persons, especially women residents and legitimate visitors. Providing protection to everyone in the Institute.
3. Smooth conduct of functions, conferences, dignitaries' visits, cultural events.
4. Freedom of the campus from cattle, tree poachers, dogs and other unwanted elements.
5. The security parameters will have measures for:
 - i. Theft Prevention
 - ii. Patrolling
 - iii. Discipline
 - iv. General Operational Guidelines.

6. Penalty

On receipt of Complaint, non-adherence of terms & conditions specified in tender document, indiscipline and unsatisfactory operation of security services by the Contractor or its employees deployed in the Institute, a penalty up to Rs. 2000/- will be levied after approval of the Competent Authority.

For Unsatisfactory security services noticed during the inspection by Institute Officials, a penalty upto Rs. 5000/-will be levied after approval of the Competent Authority.



**INDIAN INSTITUTE OF TOURISM
AND TRAVEL MANAGEMENT GWALIOR**

**TENDER FOR SECURITY SERVICES
TECHNICAL BID**

1. Name of the Tenderer's Firm :
2. Office Address :
 - a. Tel No. :
 - b. Fax No :
 - c. E-mail Address :

03. Name of authorized representative(s):

04. Registration certificate for

PF No. Enclosed/Not Enclosed

ESI No. Enclosed/Not Enclosed

Income Tax No. Enclosed/Not Enclosed

Service Tax No. Enclosed/Not Enclosed

GST No. Enclosed/Not Enclosed

05 Turnover during the last three years:

Years	Turnover in Rupees (in words and figures)
2014-15	
2015-16	
2016-17	

Please enclose documentary evidence for above facts

06. Earnest money deposit of Rupees 1,00,000 /- is enclosed vide

D D No. _____ Bank _____ Date _____

07 . Tender Fee of Rs. 1000.00 Enclosed vide



D.D. No. _____ Bank _____ Date _____

08. Details of experience in Govt. / Public Sector undertaking/Registered Societies during the last three years as per the attached format.

Years	Name of Employer/ Address /Tel. No	Details of experience Period of Contract with dates of Commencement and termination covering last 3 years	Total Number of Security Guards Employed
2014-15			
2015-16			
2016-17			

UNDERTAKING

I hereby certify that the foregoing particulars are correct and true. I understand that my tender can be cancelled and the EMD/Security Deposit paid by me forfeited if any of the particulars given by me in the tender form are subsequently found to be wrong.

**SIGNATURE OF AUTHORIZED
PERSON OF AGENCY
WITH SEAL**



**INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
Gwalior
TENDER FOR SECURITY SERVICES
PRICE BID**

Sl. No	Category	Qty*	Monthly Rate per person based on Central Minimum Wages Inclusive of all taxes.# (in Rs)	Monthly Total based on Central Govt. Minimum Wages	**Service Charge (%age basis)
1.	Security Supervisor cum Gunman (ex-serviceman)	03			
2.	Security Guards	20			
	Grand Total				

**The above figures are only indicative, institute at its discretion may increase or decrease the number and the payment will be made accordingly.*

*** The service charge below the Govt norms will not be accepted and tender will be rejected.*

Rates as per unit should be based on Minimum Wages Central Govt. Inclusive of all taxes as on 01.03.2018 & PF, ESI, Gratuity, Training & Supervision, Bonus, Uniform, Leave, Reliever Cost, Any Special Allowances, and Administrative Charges.

Note: Break-up of the rate must be provided along with copy of the Order on Minimum Wages to facilitate revision of rates whenever minimum wages are revised by the Govt.

Price bid without proper break-up will not be considered.

Declaration by the Bidder:

This is to certify that I/We before signing this tender have carefully read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- i) No other charges would be payable by Client.**
- ii) There would be no increase in rates during the contract period except as per provisions under the terms and conditions.**

**SIGNATURE OF AUTHORIZED
PERSON OF AGENCY with seal**



Annexure A				
S. No	Location	Ex Serviceman Security Supervisor cum Gunman	Security Guards	Total
1.	Main Entrance Gate No 1	03	03	06
2.	Main Entrance Gate No2		03	03
3.	Administrative Gate		01	01
4.	Boys Hostel 1		03	03
5.	Boys Hostel 2		01	01
6.	Boys Hostel 3		01	01
7.	Girls Hostel		01	01
8.	Director Residence		03	03
9.	Academic		04	04
	Total	03	20	23



ANNEXURE-B

(To be made on Non Judicial Stamp Paper)

AFFIDAVIT

I/We(Name)_____

Contractor/Partner/Sole Proprietor (strike out which is not applicable of (Firm)

_____ do hereby solemnly affirm and declare that the individual/firm/companies are not black listed by any Government Department or an autonomous body or any public sector undertaking of State/ Central Govt.

DATE,
THE ADDRESS

DEPONENT

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been kept concealed there from.

DATE, THE

DEPONENT

(NOTE: To be furnished attested by a Magistrate/Notary Public)

