



## INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT

(An Autonomous Body under Ministry of Tourism, Govt. of India)

H.Q. – Govindpuri, Gwalior (M.P.) – 474011

Website: [www.iittm.ac.in](http://www.iittm.ac.in)

Bid.No.: GEM/2025/

Dated: 19.11.2025

### **NOTICE INVITING TENDER**

**TENDER NOTICE (THROUGH GEM PORTAL) FOR ENGAGEMENT OF MANPOWER AGENCY FOR OUTSOURCING SECURITY PERSONNEL TO IITTM, GWALIOR and IITTM, NOIDA.**

E-tender (through GeM Portal) under two-bid system from eligible Manpower Service providers for providing Security Personnel to **IITTM Centres at Gwalior and Noida** for an initial period of one year from 16<sup>th</sup> December 2025 to 15<sup>th</sup> December, 2026 (extendable for further period of one year with mutual consent of both parties) is invited. Requirement/eligibility criteria Terms and Conditions of the contract as per the tender document. Tender document (including terms and conditions) may download from GeM Portal and from **IITTM** website i.e. [iittm.ac.in](http://iittm.ac.in) However, for any clarification, bidders may contact on [gagan.chaturvedi@iittm.ac.in](mailto:gagan.chaturvedi@iittm.ac.in). Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

### **TENDER SCHEDULE**

Name of the Work	E-Tender (through GeM) for Providing Security personnel on outsourced basis at <b>IITTM Centres at Gwalior and Noida</b>
Estimated Cost for one year contract	Refer GEM Bid Document
Last Date & submission of E-Tender	As per Bid specification uploaded on GeM portal.
Date & Time of opening of online Tender	As per Bid specification uploaded on GeM portal.
Earnest Money Deposit (EMD) in form of DD/Banker's Cheque must be received at IITTM, Gwalior by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)	Rs. 10.00 Lakh (Rs. Ten Lakh only) EMD exempted subject to provide MSME documents in same category
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder, within the time prescribed by IITTM in offer letter.	Rs. 12.00 Lakh (Rs. Twelve Lakh only)

**INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS**

1. The e-tenders are being invited for Security Manpower Service through GeM. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM portal only. The bid received in physical mode, email, by post shall not be considered at all and summarily rejected. Detailed information regarding the application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following websites [www.gem.gov.in](http://www.gem.gov.in) or [www.iittm.ac.in](http://www.iittm.ac.in)
2. The interested bidders shall submit their tender(s) both Technical Bid and Financial Bid through online mode in [www.gem.gov.in](http://www.gem.gov.in). The bidders shall upload all the documents as per Eligibility criteria for Bidders.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
5. **Security Manpower Service (Outsourced Security Personnel)- Number of persons and place of work**

Item	Category	Number of resources to be hired	Location
1	Security Manpower Service Armed Security Guard	1	IITTM Gwalior
2	Security Manpower Service Unarmed Security Guard	30	
3	Security Manpower Service Armed Security Guard	1	IITTM Noida
4	Security Manpower Service Unarmed Security Guard	14	

6. Bidders have to submit EMD of Rs. 10.00 Lakh drawn in favour of Director, IITTM (DD / Banker's cheque) and a valid EMD declaration (**Annexure-V**) in the technical bid. No interest will be paid by the Institute while releasing the EMD in any case.
7. Bids received without EMD declaration will not be considered and summarily rejected.
8. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result his tender excluded from consideration.
9. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
10. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.

11. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
12. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at [gagan.chaturvedi@iittm.ac.in](mailto:gagan.chaturvedi@iittm.ac.in)
13. It requires that this office as well as bidder observe the highest standard of ethics during the supply of Manpower and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
14. Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of IITTM will not be held responsible for any error/oversight of his own. Manpower Service Agencies intending to participate in the rate contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Tenderer should quote only for the rate Percentage (%) of administrative charges/ service charges in the Financial Bid (Annexure - IV).

### **General Terms and Conditions**

1. The personnel will report to the Designated Officer / Care taker and follow his/her instructions.
2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
3. The annual turnover of the bidder must be above 2.00 crores per year for the last three financial years. The copy of PAN/GST No. along the tax/turnover statement should be enclosed.
4. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act as prescribed by Government of India for security staff. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the circular/Notifications issued by the Office concerned of the Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
5. The Contractor should furnish copies of all remittance challans /receipts of statutory levies paid in respect of EPF, ESI, GST, etc of previous month along with the claim/bill of current month.

6. The provident fund scheme, the employee will be required to contribute an amount equivalent to the Provident fund deposited by the security agency as contribution to the scheme. The provident fund amount paid by IITTM is computed @12% of basic salary, limited to Rs. 1800/- per month, where the Basic Salary is more than Rs. 15000/- per month.
7. No wages / remuneration will be paid to any staff for the days of absence from duty.
8. The service charges/rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of contract period.
9. The contractor should ensure that wages are paid before 5<sup>th</sup> of every month and should submit a report – personnel wise on the amount of wages paid by 10<sup>th</sup> of every month.
10. Payment to the contractor will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax, GST and other taxes, if any shall be deducted at source as per the rates notified by the respective authorities.
11. The contractor shall indemnify and keep this Office indemnified against all acts of omission, negligence, dishonesty or misconduct of the personnel engaged and this Office shall not be liable for any damages or compensation to any personnel or third party.
12. All damages caused by the personnel to the property of the institute in any case shall be recovered from the contractor.
13. This Office reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
14. The contract will be in force for a period of one year from the date of award of contract. This Office reserves the right to extend the contract further, subject to satisfactory performance of the contractor.
15. The service provider should have at least a minimum of five years and above experience.
16. Performance guarantee of Rs. 12.00 Lakh, in case of deficiency of service / loss due to negligence, this guarantee will be invoked in addition to any other action that may be initiated including termination of contract. The guarantee will be valid during the contract period and also two months after the end of the contract period.
17. The service provider shall fill in the required details as per annexure and enclose the supporting documents which does not contain any ambiguity. Incomplete enclosure of documents shall be rejected and the tender shall be disqualified.
18. Any dispute arising out of the agreement or that, which may arise in future, shall be resolved by taking recourse to mutual settlement, failing which the dispute will be subject to courts of Gwalior jurisdiction only.
19. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government of India. No request will be entertained by the institute in this regard.
20. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes

- Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
21. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential /secret nature.
  22. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer In-charge upon any matter arising under the clause shall be final and binding on the agency.
  23. That the persons engaged shall not be above the age of 58 years and they shall not interfere with the duties of the employees of this office.
  24. The service provider shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
  25. The transportation, food, medical and other statutory requirement under the various Acts / Government Regulations in respect of each personnel of the service provider will be the sole responsibility of the service provider.
  26. The service provider shall ensure proper conduct of his persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering either individually or in groups.
  27. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.
  28. The Director, IITTM may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements immediately.
  29. All outsourced personnel engaged in this contract must be suitably trained from a registered institute under ministry of skill development and entrepreneurship.

**Bid Evaluation:**

1. Bids, in respect of which EMD & EMD declaration has been furnished, will only be considered for technical evaluation.
2. Financial bids of technically qualified bidders will be considered for financial evaluation.
3. The Service provider should quote the service charges as a percentage of monthly wage bills exclusive of GST. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules.
4. Subject to satisfaction of all terms and conditions of this tender, the bidder quoting the lowest service charge shall be awarded the contract. If more than one bidder quotes the

lowest rate, as per guidelines in GEM portal the buyer shall have two options for placement of Contract:

- Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system or
- Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.

5. The bidder will be given marks on the basis of Technical Point Sheet (**Annexure VII**). To become eligible for short listing the bidder must secure at least 70% marks in each.

S. No.	Criteria as per Annexure-VII	Check List
1	Financial Strength	Certificate of Chartered Accountant
2	Performance of work*	Successfully Completed work performance certificates as per Clause No. 3 of Terms and Conditions.
3	Experience	Modified as per amended condition.
4	Operational Manpower	Undertaking supported by copy of latest EPF/ ESIC Challan
5	Ex-Military/ Ex-Paramilitary/ Ex- Police Personnel	Undertaking with list
6	Supervisory field officers	Undertaking with list

\*Annual Performance Sheet shall be filled by the Govt. Office/PSU/ where you are providing security services during last three financial years. (**Annexure – VIII**)

Technical Bid Parameters:

Weight age - 0.3

- The Tender Committee will be constituted by the Office to evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying due criteria. A Proposal shall be rejected at this stage if it does not respond to important aspects of the Technical Proposal, and particularly the criteria or sub -criteria or if it fails to achieve the minimum technical score.
- Financial Proposals will remain unopened for those Agencies which fail to achieve the minimum technical scores. Financial Proposals shall be taken up only for those agencies that meet the minimum qualifying marks and will then be inspected to confirm that these are sealed and unopened. Thereafter these Financial Proposals shall be opened, and the total price shall be read loudly and recorded.
- The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (fs) of 100 points. The financial scores (fs) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined Technical (St) and Financial-(Sf) scores using the Weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times F\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.



- d) The formula for determining the financial scores is the following:

$$fs = 100 \times fm / F.$$

where

fs is the financial score,

Fm is the lowest price and

F the price of the proposal under consideration

The weights given to the Technical and Financial Proposals are:

Technical (T) = 0.3 (Annexure – IV), and Financial (P) = 0.7

- e) No negotiation will be undertaken with any bidder except the highest points achiever.

**TERMS AND CONDITIONS FOR SECURITY SERVICES:**

1. **The agency should have at least 5 years and above experience in providing security services to minimum 05 Government Offices/PSUs/Central Government Organizations. Testimonials to prove the above should be attached with bid documents.** Copies of Agreement / Work Order from clients as documentary evidence shall be provided in Annexure III.
2. The agency should have obtained a license from the controlling authority under Section 7(5) of "The Private Security Agencies (Regulation) Act, 2005 [No.29 of 2005]". The agency should have its Registered Office/Branch Office at Delhi NCR/Gwalior.
3. The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas & the built up areas, its movable and immovable properties, check all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-in-charge concerned in alarming situations, apart from attending to such other duties as may be assigned by officers concerned from time to time. The guards should be skilled in traffic management and handling firefighting equipment. The guards should be able to read and write English and speak in Hindi.
4. The security guards shall be vigilant so that no person shall carry away any articles belonging to the office, out of its premises without proper authorization from the officer nominated to authorize such movement or issue Gate Pass, and in such an event, he shall immediately inform the officer-in-charge concerned and act in accordance with the instructions given by him/her from time to time.
5. The Security agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the agency should visit and check the Security staff in different shifts periodically, monitor their performance and report to the officer concerned on a regular basis or as required by the institute in the interest of smooth running of the contract agreement conditions.
6. In case the security guards provided by the agency to this Office are found to indulge in any undesirable or unfair activities in the premises of the office, the agency will be solely responsible for all the consequences and this Office shall be at liberty to lodge complaints before appropriate authorities and demand the service provider to remove such person from duty which shall be complied with forthwith.
7. In case of any theft/pilferage of any property belonging to the Office the concerned officer-in-charge shall inform the Security Agency and register complaints with the



- police. It will be the responsibility of the Security Agency to pursue the matter with the police with the assistance of the concerned officers in the Department.
8. Only able bodied (Ex-Service men only). Physically fit, well-trained, disciplined and honest personnel shall be appointed for duty. Persons so deployed shall not be above 50 years. They shall perform their duties to the satisfaction of this office.
  9. The personnel deployed should be well experienced, trained adequately and of sound health. The security agency shall provide proper uniform and identity cards which should be displayed prominently with required accessories such as whistle, torch lights, batons, etc. to the security guards and shall ensure that their turnout is smart in all respects. Rain boots and rain coats should be provided to them during the rainy season. They should be disciplined and well mannered, They should have knowledge of local language and preferably English, Hindi too.
  10. The Security Agency shall provide extra person(s) if desired by the Office, during the period of this agreement at the rates already agreed in this contract.
  11. The persons employed should work on all days with a one day off in week on rotation basis
  12. The working hours will be from round clock with 8 hours shift basis daily with half – an –hour break for lunch/food in between. No food or beverages will be offered by this office.
  13. The workers must suitably adjust their working time to cater to any emergency work that may arise.
  14. If a particular person is absent on any day, a substitute should be deployed in his/her place.
  15. The personnel should be punctual and should report for duty before shift commencing time daily.

**Director**

Indian Institute of Tourism and Travel Management,

**ANNEXURE – I**  
(To be submitted with technical bid)

**DECLARATION**

1. I,\_\_\_\_Son/ Daughter /wife of Shri\_\_\_\_\_Proprietor/ Director, authorized signatory of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

**ANNEXURE – II**  
(To be submitted with technical bid)

**PROFILE OF THE CONTRACTOR / TENDERER**

Sl. No	Particulars	To be filled in by the Tenderer
1.	Name of the Agency	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID including branch offices (attach details separately)	
4.	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5.	PAN/ TAN Number (Copy to be enclosed)	
6.	GST Number (Copy to be enclosed)	
7.	Licence under "The Private Security Agencies (Regulation) Act, 2005(Copy to be enclosed)	
8.	Whether the agency had obtained approval of DGR or not? If yes, the details of approval.	
9.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that the agency is / has not been black listed by Centre/ State Government/ PSU etc.	
10.	Length of experience in the field	
11.	Yearly turn over	
12.	Client list as per annexure III	
12.	Whether agency profile is attached?	

Signature of the Tenderer or Authorized signatory  
Of the Tenderer with seal of the Firm/Agency.

**ANNEXURE – III**  
(To be submitted with technical bid)

**Details of the existing contracts**

S. No.	Name and Address of the organization, Name, Designation and Telephone /Fax No. of the officer concerned	In Government/ Private Sector	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of the Contract	
					From	To
1.						
2.						
3.						
4.						
5.						

Signature of the Tenderer or Authorized signatory Of the  
Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

**ANNEXURE –IV**

No.....

Dated.....

To  
The Director  
Indian Institute of Tourism and Travel Management  
Govindpuri, Gwalior (M.P.) - 474011

**Subject: Quotations for award of contract for outsourcing Security Services - Reg.**

Sir,

With reference to your letter No. dated..... on the subject mentioned above, I/we quote the rate (%) of Administrative/Service Charges (on monthly wage bill exclusive of GST) for supply of cadres manpower (Outsourced Security Personnel as given below:

Administrative/ Service charges to be quoted in percentage (in numbers and words)

Signature of the Tenderer or Authorized signatory Of the  
Tenderer with seal of the Firm/Agency.

**Note**

1. The percentage of service charges shall not be less than the applicable TDS Rate as per income tax rules & GEM Transaction charges.
2. Statutory liabilities as per applicable rates.

**ANNEXURE – V**

**EMD DECLARATION**

I/We hereby accept that if I/We withdraw or modify the bids during the period of validity, or if I/We are awarded the contract and I/We fail to sign the contract or to submit a performance security before the deadline defined in the request for proposals (RFP) document, I/We will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with the Director, Indian Institute of Tourism and Travel Management (IITTM).

Signature: (Authorized Signatory)

Designation: -----

Stamp:

Place:

Date:

**Annexure – VI**

**TECHNICAL BID**

**For providing Security staff in IITTM .....**

S. No.	Particulars	Yes/No	Page No.												
1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)														
2.	Name of proprietor/Director of Company/Firm/Agency														
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail														
4.	Full address of operating/ Registered Branch Office with Telephone no. FAX and E- Mail with name of the Contact Person {s) and Mobile No.														
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)														
6.	Registered Security License No. with the appropriate registration authority														
7.	PAN/GIR No. (Attach attested copy)														
8.	GSTIN Registration No. (Attach attested copy)														
9.	E.P.F. Registration No. (Attach attested copy)														
10.	E.S.I. Registration No. (Attach attested copy)														
11.	ISO Certificate														
12.	Documents showing completing at least one service of value not less than Rs. 1.00 crore per annum related to providing similar services in a single contract during last Financial Year (2024-25).														
13.	Documents showing gross turn over 2.00 crore per annum during last 03 Financial Years (2022-23 to 2024-25).														
14.	<p>Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments PSUs and other Private sector, during the last five years in the following format. (Attach attested copies).</p> <table border="1"> <thead> <tr> <th rowspan="2">S. No.</th><th rowspan="2">Details of Client along with address, telephone and fax numbers</th><th rowspan="2">Amount of Contract (Rs. Lakh)</th><th colspan="2">Duration of Contract</th></tr> <tr> <th>from</th><th>to</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>(If the space provided is insufficient, a separate sheet may be attached.)</p>	S. No.	Details of Client along with address, telephone and fax numbers	Amount of Contract (Rs. Lakh)	Duration of Contract		from	to							
S. No.	Details of Client along with address, telephone and fax numbers				Amount of Contract (Rs. Lakh)	Duration of Contract									
		from	to												
15.	Certificate of appreciation/satisfactory certificate from the last two major clients (preferably Govt./ PSUs)														
16.	Total No. of years of experience in providing manpower (i.e. Security Guard with the list of clients year wise.														



S. No.	Particulars	Yes/No	Page No.
17.	Income declared in I.T. returns for F.Y. 2022-23, 2023-24, 2024-25 (enclose copy of Income tax returns acknowledgement for the relevant assessment years).		
	2022-23    Rs.                      2023-24    Rs.                      2024-25    Rs.	-	
17.	Total Service Tax/GSTIN Remitted in F.Y. 2021-22, 2022-23, 2023-24		
	2022-23    Rs.                      2023-24    Rs.                      2024-25    Rs.		
19.	Details of employees in the service providing company/agency/firm		
20.	Affidavit stating that the agency has not been black listed by Centre / State Government / PSU/Institutions		
21.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document - Annexure-III)		
22.	Details of Earnest Money Deposited: DD No ..... Dated ..... Amounts: Rs..... Drawn Bank.....		
23.	Bank solvency certificate of Rs. 60.00 Lakh		
24.	Annual Performance Sheet shall be filled by the Govt. Office/PSU/ where you are providing security services (Minimum 3 parties) during last three financial years.		

### DECLARATION

1. Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Partner/Director, authorized signatory of the Company/Agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them:
3. The information / documents furnished along with tin - above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Seal and Signature of Tenderer

Full Name:

Date:

Seal:

Place:

**ANNEXURE - VII**

**TECHNICAL POINTS SHEET**

**Parameter for technical evaluation of Security Agencies for providing  
SECURITY SERVICES/ARRANGEMENTS AT IITTM PREMISES**

<b>FINANCIAL ASPECT</b>				
<b>1.</b>	<b>Financial Strength (20 Marks)</b>		<b>Marks</b>	<b>Evaluation</b>
	i.	Average Annual Turnover of the last three years of the Firm/ Agency (up to the financial year ending March 2025)	16	i) 70% marks for minimum eligibility criteria ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) — on pro-rata basis
	ii.	Solvency Certificate	04	

<b>2. Performance of work (15 Marks)</b>				
			<b>Marks</b>	<b>Evaluation</b>
	i.	Excellent	15	
	ii.	Very Good	13	
	iii.	Good/Satisfactory	11	
	iv.	Fair	09	
	v.	Poor	00	

<b>3.Experience in similar works (20 Marks)</b>				
			<b>Marks</b>	<b>Evaluation</b>
	i.	Security & Service Arrangement work	20	i) 70% marks for minimum eligibility criteria. ii) 100% marks for twice the minimum eligibility criteria or more in between (i) & (ii) — on pro-rata basis

<b>4.Human Resources (15Marks)</b>				
	<b>Current Operational Manpower on Roll</b>		<b>Marks</b>	<b>Evaluation</b>
	i.	200 to 500	11	
	ii.	501 to 1000	13	
	iii	1001 or more	15	

<b>5.Number of Ex-Military/Ex-Paramilitary/Ex-Police personnel Roll (Security Guard/Supervisor/Chief Supervisor) (15 Marks)</b>				
	i.	Less than 40	00	
	ii.	40 – 70	11	
	iii	71 - 150	13	
	Iv	151 or more	15	

<b>6.Number of Trained Security Guards (15 Marks)</b>				
	i.	Less than 80	00	
	ii.	80 to 100	11	
	iii.	101 to 150	13	
	iv.	151 or more	15	

To become eligible for short listing the bidder must secure at least 70% (Seventy Percent) marks in each and 75% (Seventy Five Percent) marks in aggregate.

**ANNEXURE – VIII**

**ANNUAL PERFORMANCE ASSESSMENT**  
(Please refer clause 5 of Technical Bid Evaluation)

S. No.	Criteria	Negative Marks on each occasion	Marks obtained	Remarks
1.	Non functional Walkie-Talkie set	02		
2.	Non functional Mobile Phone	01		
3.	Guard without proper uniform	01		
4.	Misbehavior/liquor consumption	02/03		
5.	Post found vacant	02		
6.	Un-manned location	03		
7.	Monetary Loss to Institute due to negligence/theft or otherwise	01-04		Depending upon the severity of the case (since indemnified)
8.	Misuse of area of responsibility	05		
9.	Loss of image of organization due to deliberate act/ misdeed/ misbehavior by Security Staff	01-04		Depending upon the severity of the case (since indemnified)
	Total Marks Obtained			

**Assessment Criteria based on cumulative negative mark within one year:**

Performance	Marks range
Excellent	00-03
Very Good	04-15
Good	16-30
Satisfactory	31-45
Average	46-70
Poor	71 and above

**Authorized Signatory**

**Name:**

**Designation:**

**Seal:**

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