

अंतर विश्वविद्यालय त्वरक केंद्र-
INTER-UNIVERSITY ACCELERATOR CENTRE
(विश्वविद्यालय अनुदान आयोग का स्वायत्त निकाय)
(An Autonomous Centre of UGC)
अरुणा आसफ अली मार्ग 110067-नई दिल्ली,
Aruna Asaf Ali Marg, New Delhi - 110067

ई-निविदा आमंत्रण सूचना/ NOTICE INVITING E-TENDER

निविदा संख्या: आईयूएसी/एनआईटी/41 / यू के / /2022-23

दिनांक: 23/02/2023

Tender Number: IUAC/NIT/41 /UK/2022-23

Dated: 23/02/2023

अंतर-विश्वविद्यालय त्वरक केंद्र (आई.यू.ए.सी.) पात्र/अनुभवी पार्टियों से दो बोली प्रणाली नामतः तकनीकी और वित्तीय बोली के तहत ई-प्रोक्योरमेंट पोर्टल के माध्यम से निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र, नई दिल्ली की ओर से "सिक्योरिटी-कम-सर्विलेंस सर्विसेस" की आपूर्ति के लिए ऑनलाइन बोलियां आमंत्रित करता है।

Inter - University Accelerator Centre (IUAC) invites online bids on behalf of the Director IUAC, New Delhi through e-procurement Portal under two bid system, viz., Technical and Financial bids, from eligible / experienced parties for the work/supply "Security-cum-Surveillance Services".

निविदा दस्तावेज, सेंट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) पोर्टल <https://eprocure.gov.in/eprocure/app> से मुफ्त में डाउनलोड किए जा सकते हैं। इच्छुक बोलीदाता, जिन्होंने ई-प्रोक्योरमेंट पोर्टल में नामांकन/पंजीकरण नहीं किया है, उन्हें भाग लेने से पहले <https://eprocure.gov.in/eprocure/app> वेबसाइट के माध्यम से नामांकन/पंजीकरण करना होगा। बोलियां केवल <https://eprocure.gov.in/eprocure/app> वेबसाइट पर ऑनलाइन जमा करनी होंगी। निविदाकारों/ठेकेदारों/बोलीदाताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट पोर्टल में दिए गए निर्देशों का पालन करें। बोली दस्तावेजों को 100 डी.पी.आई. में ब्लैक एंड व्हाइट स्कैन करें, जो स्कैन किए गए दस्तावेजों के आकार को कम करने में मदद करता है।

Tender Documents may be downloaded from Central Public Procurement (CPP) Portal free of cost <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. Bids should be submitted online only at website: <https://eprocure.gov.in/eprocure/app>. Tenderers / Contractors / Bidders are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents.

केवल ई-प्रोक्योरमेंट पोर्टल के माध्यम से प्राप्त बोलियों को ही खोला जाएगा। जो बोलियाँ उत्पादों/वस्तुओं के कार्य/आपूर्ति के वांछित प्रयोजनों को संपूर्ण रूप से पूर्ण करने में अक्षम होंगी, उन बोलियों को अस्वीकार कर दिया जाएगा और केवल पूर्ण बोलियों पर विचार किया जाएगा। अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है और इस संबंध में आईयूएसी का निर्णय सभी बोलीदाताओं के लिए बाध्यकारी होगा।

Only bids received through e-procurement portal will be considered for opening. Bids not covering full scope

of work/supply of the products/goods will be rejected and only complete bids will be considered. IUAC reserves the right to accept / reject any / all tenders in part / full without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders.

ई.एम.डी. का भुगतान करने के लिए बोलीदाता को "ऑनलाइन" भुगतान विकल्प का चयन करना होगा, जो <https://services.sabpaisa.in/pages/iuac.html> लिंक पर जाकर लागू होगा। बयाना राशि ऑनलाइन भुगतान के रूप में होगी और इसे बोली खोलने से पहले जमा किया जाना चाहिए। एम.एस.एम.ई./एन.एस.आई.सी. में पंजीकृत बोलीदाताओं को ई.एम.डी. के भुगतान से छूट दी गई है। एम.एस.एम.ई./एन.एस.आई.सी. (निविदा की गई वस्तु/कार्य के लिए पंजीकृत इकाई) से पंजीकृत निविदाकारों को तकनीकी बोली के साथ वैध पंजीकरण प्रमाणपत्र की प्रति <https://eprocure.gov.in/eprocure/app> वेबसाइट पर अपलोड करनी होगी।

Bidder has to select the payment option as "online" to pay the EMD as applicable by going to the link <https://services.sabpaisa.in/pages/iuac.html> . The Earnest Money Deposit shall be in the form of online payment and it should be deposited before the bid opening. Bidders registered with MSME/ NSIC are exempted from payments of EMD. Tenderers registered with MSME/NSIC (the unit being registered for the item/work tendered) are required to upload copy of valid registration certificate in the website <https://eprocure.gov.in/eprocure/app> along with technical bid.

बोलीदाताओं को इस बात को विशेष ध्यान में रखने की सलाह दी जाती है कि वे अनिवार्य रूप से उपलब्ध कराए गए प्रारूप में ही अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं होगा। यदि मूल्य बोली निविदा दस्तावेज के साथ मानक .XLS BOQ प्रारूप के रूप में दी गई है, तो इसे ही डाउनलोड करना होगा और प्रारूप को संशोधित किए बिना ऑनलाइन भरना और जमा करना होगा। यदि बोलीदाता द्वारा BOQ फाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

Bidders are advised to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard .XLS BOQ Format with the tender document, then the same is to be downloaded and to be filled and submitted online without modifying the format. **If the BOQ file is found to be modified by the bidder, the bid will be rejected.**

उपरोक्त निविदा के संबंध में कोई भी शुद्धिपत्र/संशोधन केवल <https://eprocure.gov.in> और www.iuac.res.in वेबसाइट पर जारी किया जाएगा। बोलीदाता, अपनी बोली जमा करने से पहले निविदा दस्तावेज से संबंधित, प्रकाशित होने वाले किसी भी शुद्धिपत्र की जानकारी रखें। निदेशक, अंतर-विश्वविद्यालय त्वरक केंद्र के पास बिना कोई कारण बताए किसी भी/सभी निविदाओं को आंशिक/पूर्ण रूप से स्वीकार/अस्वीकार करने का अधिकार सुरक्षित है।

Any Corrigendum / Amendments in respect of above tender shall be issued on website <https://eprocure.gov.in> and www.iuac.res.in only. Bidders should take into account any corrigendum published on the tender document before submitting their bids. The Director, IUAC reserves the right to accept/reject any/all tenders in part/full without assigning any reasons thereof.

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**INTER-UNIVERSITY ACCELERATOR CENTRE
ARUNA ASAFALI MARG
POST BOX NO. 10502
NEW DELHI-110067**

E-TENDER DOCUMENT

Name of the Work	:	SECURITY-CUM-SURVEILLANCE SERVICES AT IUAC
Estimated Amount	:	Rs. 1,50,00000/- (One crore fifty lakhs only)
Earnest Money Deposit	:	Rs. 3,00000/- (Three lakhs only)
Bid Submission End Date and Time	:	16/03/2023 at 3.00 PM
Technical Bid Opening Date and Time (Part A and Part B)	:	17/03/2023 at 3.30 PM
Price Bid Opening Date	:	To be intimated to technically qualified bidders
Contact persons	:	Administrative Officer (S&P), Administrative Officer (Estate), IUAC, New Delhi Email : iuacstores@gmail.com iuacestate@gmail.com Phone : 2412 6018, 2412 6022

SECTION - I

Brief Description and Scope of Services

1. The Campus of Inter-University Accelerator Centre (IUAC) is built over a prime land of approximately 25 acre located on the Aruna Asaf Ali Marg (Near Vasant Kunj Sec.B/4), New Delhi-110067. The Centre has within its premises the following building structures:-

- a) Main Lab Cum Administrative Building
- b) Auditorium Building
- c) Utility Building – I, II & III
- d) Engineering Building
- e) LEIB building
- f) Sub-station building
- g) Helium Compressor building
- h) Beam Hal-I, II & III, FEL
- i) Generator building
- j) Hostels, Dining Hall, Guest House blocks
- k) Flat lets block } 12 Flats
- l) Phase - I Housing complex } Total 105 Flats
- m) Phase - II Housing complex }

The residence population of the campus comprising of the officials with their families, students/ users and contractual staff working round the clock is approximately 600. In addition to this a substantial number of visitors visits the Campus every day for various purposes.

2. **Scope of Services:**

The Agency shall provide Security to Inter University Accelerator Centre as well as residents of IUAC by deploying fail-safe Security measures, providing early warning systems and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the Agency are enumerated with important but non-exhaustive list as below:-

- (i) Protection of property and personnel (Staff, Users, official visitors and residents) of the Institute against willful harm; the Institute meaning as all areas mentioned in point no.1 of this section.
- (ii) Undertake fire fighting operations with provided equipment.
- (iii) Safeguard against trespass.
- (iv) Security covers to various official functions organized by the Centre.
- (v) Control of Vehicular traffic and Regulate parking of vehicles in designated areas of the Institute and also regulate traffic movement at the entry/ exit gates within the campus and ensure traffic rules are followed.
- (vi) The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.
- (vii) The Agency should carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training during the period of the contract every 03 months. The Agency will also carry out training of Institute's permanent security staff at their training establishment in consultation with Administrative Officer (Estate) of IUAC.

- (viii) The Agency will also carry out regular Mock fire drills, Mock Security exercises and Mock Disaster Management exercises to train staff, users and residents at least once each semester.
- (ix) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- (x) Prevent entry of animals into the campus, control of stray dogs and other wild animals around boundary. Liaison with Police/Fire/MCD and Civil Government Departments.
- (xi) Switch-off lights of sports fields when not in use and report leakage of water taps etc
- (xii) Assist the Centre in maintenance of day-to-day discipline and smooth running of various activities.
- (xiii) Provide timely intelligence inputs to the Centre's Administration.
- (xiv) Managing the Boom Barrier at the various points in the Campus.
- (xv) To look after the bio-metric attendance system of the Centre.
- (xvi) Managing the Main Office Reception

3. The agency will bear overall responsibility for maintaining peace and tranquility of the Campus. It has to ensure a theft and incident free Campus from law and order point of view.

4. The Agency shall deploy security personnel to provide security of a very high standard. The security personnel to be provided by the Agency shall satisfy the following requirements:-

a. Security Guards:

		Civilian	Ex-Servicemen
i.	Age	Between 21 to 35 years	Up to 45 years
ii.	Educational Qualifications	Minimum Matriculate	Army First Class or Matriculate
iii.	Physical Standards	Minimum Height 5ft 6 inches and Physically fit	Minimum Height 5ft 6 inches and Physically fit
iv.	Minimum Experience	One year in a Security Agency	NIL

b. Supervisors:

		Civilian	Ex-Servicemen
i.	Age	Not more than 40 years	Up to 55 years
ii.	Educational Qualifications	Minimum Graduate	NCO/JCO Rank
iii.	Physical Standards	Minimum Height 5ft. 6 inches and Physically fit	Minimum Height 5ft. 6 inches and Physically fit
iv.	Minimum Experience	03 years of Supervisory Experience in a Security Agency	NIL

Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor

Cycle/LMV Driving, etc. All Guards should have working knowledge of HINDI / ENGLISH and Supervisors / Inspectors should have good knowledge of English apart from Hindi.

NOTE: All the Security Staff deployed:

- (i) Should be duly trained so as to be fully conversant with security rules and requirements.
- (ii) Will be accepted after production of sufficient evidence of verification of their character and antecedents by the police. Security Staff should be well behaved with the students and staff members of the Centre while discharging his duties.
- (iii) Will be interviewed by the Security Committee prior to the actual deployment in the Centre.
- (iv) The Agency shall deploy security staff most preferably ex-servicemen satisfying the above eligibility conditions.

5. IUAC prefers Ex-Servicemen as security guard. The agency should also be able to provide at least one Lady Guard in General Shift.

6. The Agency shall furnish all the relevant records and details, as and when asked for by the Centre and will also maintain and produce, to the satisfaction of the Centre, the relevant records of all payments made by it to its personnel.

7. The Agency shall provide the details of the staff, proposed to be deployed viz., their name, age, father's / mother's name, residential address, contact numbers / mobile numbers, recent passport size photograph, signature and local police clearance certificate. The agency shall issue valid identity cards to its entire staff, such that no worker remains unidentified and is in a position to avail the statutory benefits.

8. The Agency shall provide summer and winter uniforms and other essential equipment's to its security personnel deployed at IUAC. The style, colour and pattern of the Uniform should be acceptable to the Centre. The Agency shall, at all times provide for at their cost and ensure that the workers are neatly attired in Uniform along with name plates, shoes, belts, cap, whistles, jerseys/coat, torches, batteries, batons, walkie-Talkie sets, Hand held Metal Detector, Under Vehicle Inspection Trolley and such other items as required and necessary for smart turn out of the security personnel, as approved by Centre, with their identity cards properly displayed. Movement in the Centre campus shall be only on account of the bona-fide work and duties delegated to the personnel during their working hours and general discipline and good behaviour shall be maintained at all times by the personnel deployed by the Agency.

9. The services are inclusive of co-ordination with the Police and to complete all the formalities associated with theft, quarrels, scuffles, trespassing or any untoward incidence, if any.

10. Any complaint about watch and ward services against any security guard/supervisor will be looked into and corrective measures must be taken within 24 hours by the security agency.

11. Handling of Main Entrance Gate of the Campus

a) Regulating entry of visitors, users, vendors, domestic help etc. in the Campus.

- b) Issue of visitors passes, vehicle entry passes.
- c) Confirm with the official/residence prior to issue of entry passes to visitors.
- d) Checking and frisking of visitors, users, and contract employees.
- e) Checking of Vehicles inside and outside with under vehicle inspection trolley
- f) Maintenance of attendance registers of Security guard, Contractual staff and IUAC Medical Officer.
- g) Ensuring that the housekeeping staff enter in proper prescribed uniform.
- h) To keep track of CCTV Display monitor.
- i) Handling of EPABX system during night and transfer of calls to housing as well as in the office/lab complex to concerned employees.
- j) In the event of COVID-19 like situations, the entry of employees/visitors/contract employees/residents shall be monitored/controlled by keeping proper record for entry/exit after following the sanitization protocol.

12. Handling of Boom-Barrier & Bio-Metric Attendance System:

The security staff should be able to handle the open/close the boom-barrier to pass the vehicles at the time of entry/exit to the main office/lab complex and near auditorium lab buildings.

They should also handle the bio-metric attendance system gate open/close for visitors to entry/exit at the main office/lab complex and near auditorium lab buildings.

13. Handling of Reception in the main Lab Building

- (i) Monitoring of entry into the Main Lab Building of the following:
 - a) IUAC Personnel, Visiting Faculty and Scientists, Users, Students & Visitors (Accompanied by card holders)
 - b) Official Guests
 - c) Contractor's Personnel
 - d) Casual Visitors, without any appointment
- (ii) Handling of EPABX system during the day time - Attending phone calls-and maintaining message register.
- (iii) Transfer of incoming calls to Labs/Guest House/Canteen, Residence etc.
- (iv) No unauthorised person shall be allowed to make telephone calls & entering in main gate booth except security staff.
- (v) Check Bags/Books etc: All Visitors will be requested to get their bags checked. Person on duty should check the ID Cards/Visiting Pass of the staff as well as Users/Visitors and ensure that all persons sign on appropriate sheets/registers. `
- (vi) Receiving of Tenders/Mail/Bills etc: Maintain register, make entries and obtain signatures etc.
- (vii) Medicine chest: Ask users to make entries in a register on use of medicines kept in first aid box i.e. recording the outflow of medicines.
- (viii) Charge of a few keys : Will maintain a key register-handing/taking back of the keys given under their charge including the car keys.
- (ix) Will keep a record of drivers' whereabouts whenever they go out on duty by making entries in a separate register.
- (x) Record Book: Keep an eye on the activities in the library by watching CCTV.
- (xi) General Instructions: Required to provide information about the persons in the Centre. Should familiarize themselves with IUAC personnel, users etc.

(xii) Responsible for the area around the desk and will not allow unauthorised or any contractor's person to be in this area (unless specifically instructed by IUAC authorities).

(xiii) The following records to be maintained by the security at the Reception:-

1. Attendance Register
2. Visitor's Register
3. List of contact persons
4. Receiving registers (Tender/mail/bills etc.)
5. Medicine Box
6. Key Log
7. Record log
8. Driver Duty Register

(Signature of the Bidder with official seal)

SECTION-II

General Information and Instructions

1. Tenders should be uploaded on CPPP Portal in two parts, i.e. Technical Bid (Part – A) and Price Bid/ BOQ (Part – B). All information called for in the enclosed forms (Annexure I to IV) should be furnished against the respective columns in the forms.

2.Deviations: No deviation from the stipulated terms and conditions will be allowed. Conditional tenders will be rejected out rightly.

1. **Site Conditions:** Contractor shall acquaint himself fully with the site conditions and the working environment of IUAC before quoting rates. No compensation on account of any site difficulties will be entertained, at a later date, after award of the contract.

2. **Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to Administrative Officer (S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110 067.

3. Earnest Money Deposit:

Bidder has to submit EMD @2% of the contract value at the time of submitting tender. The bid security may be accepted in the form of Account Payee Demand in the form of Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in the favour of Director IUAC payable at New Delhi. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

Bid Security shall be refunded to the un-successful bidders on award of tender and to successful bidders on receipt of Performance Security. EMD is the mandatory requirement however the MSMEs/NSIC registered with Government Agencies are exempted from payment of Earnest Money Deposit (EMD) subject to conditions given below: -

i) MSMEs participating in the tender must submit valid & authorized copy of certificate of registration. The MSME's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSME's certificate matches with the nature of the services and goods/items to be supplied as per Tender.

ii) The registration certificate issued by agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

iii) The MSMEs who have applied for registration or renewal of registration with any of the authorized agencies/ bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption / preference.

iv) MSME is required to submit Bid Securing Declaration form Annexure-V

4. **Validity of Tender:** Tender shall be valid for acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of price bid.

5. Corrigendum/Amendments:

(i) At any time, prior to the date of submission of bids, the Centre 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.

(ii). The amendments shall be notified through the Centre's website www.iuac.res.in and <http://eprocure.gov.in/eprocure/app>. prior to the date of submission of bids and these amendments shall be binding on the bidders, However, in order to allow the prospective bidders a reasonable time for taking the amendments into account while preparing their bids, the Centre may, at its discretion, suitably extend the deadline for the submission of bids.

6. Anyone or more of the following action/commission/omission are likely to cause summary rejection of the bid:-

(i) **For MSME:** Any bid not accompanied by “Bid Security Declaration” accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents.

(ii) Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the Bid Documents.

7. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their technical and financial bids shall not be opened.

8. The award of work order, when issued to the successful bidder, shall constitute the contract with collateral support from the terms and conditions of the tender, besides the invitation notice as well as formal agreement, all of which shall finally form the contractual obligations to be adhered to and performed by the bidder and non-performance of any of such obligation shall make the bidder liable for all consequential effects.

9. Right to accept any Bid and to reject any or all Bids:

(i) Director / IUAC reserve the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected.

(ii) The IUAC is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

(iii) The IUAC may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc.

10. Award of Contract:

(i) The IUAC will award the contract to the successful bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. The successful bidder will be required to execute an agreement in the prescribed form within a period of 15 days

from the date of issue of Letter of Offer.

(ii) **Period of Contract:** The contract will be for a period of one year initially with a trial period of 3 (three) months. If the services during the trial period are satisfactory, the contract will be renewed for the remaining period of 9 (Nine) months. In case the services during the trial period are not satisfactory, the contract will be terminated with two weeks' notice. The IUAC may renew/extend the contract to such further period (s), as it may deem proper and in any case not exceeding three years from the date of commencement of work on the same terms and conditions having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.

11. Performance Security Deposit:

(i) The successful bidder shall be required to furnish a Performance Security Deposit in the form of Bank Guarantee/E-Bank Guarantee/FDR, equivalent to ten percent of total contract value. within 15 days of the issue of LOI. The validity of the bank guarantee shall be 15 months from the date of contract . In case of extension of contract after the first year, fresh bank guarantee for the renewed contract has to be submitted, equivalent to ten percent of total contract value for entire contract period plus three months and the same will be released only after completion of the contract period as per point (iii) below.

(ii) The IUAC may terminate the contract in the event the successful bidder fails to furnish the Performance Guarantee/Security or fails to execute the agreement.

(iii) The performance guarantee/security will be refunded within 3 months after completion of contract and after the agency finally settles payment/transfer of Provident Fund to all its workers deployed in the Centre during the term of the contract.

12. Penalty:

(i). If the Agency fails to implement the assigned job or parts of the Standard Operating Procedures to the satisfaction of Director,IUAC or any officer nominated by him on any day in any part of the area assigned, the Agency shall be penalized by imposing a fine of Rs.500/- (Rupees Five hundred only) per failure. The penalty shall continue for successive days till the satisfaction of the authorities. The Agency shall provide replacement in case any employee of the Agency is proceeding on leave and this will be at no additional expense to the Centre.

(ii) None of the employees of the Agency shall enter into any kind of private work at different locations of the Centre during working hours or otherwise, failing which penalty as stipulated in clause (i) above shall be imposed. The employee should not be put in different shifts at other locations and likewise they should not be employed by other Agencies to do so.

13. Insurance to staff:

The Agency shall be solely responsible for all injuries and / or accidents to persons employed by it. It will also cover, through an Insurance Policy, its personnel for personal accident, death, major hospitalization or any other contingency whilst performing the duty. Thus the Centre shall not be responsible to make any payment or to cover up damages

suffered by any persons engaged by the Security Agency.

14. Increase/Decrease manpower:

IUAC reserves the right to increase/decrease the required number of manpower at its discretion or may engage minimum or may not engage any staff during the period of contract by giving three days notice in advance.

(Signature of the Bidder with official seal)

Evaluation Process

Evaluation Process is through CPPP Quality and cost-Based Selection (OCBS) :

The evaluation of the tender document will be done in three stages

- i. Shortlisting based on basic eligibility as per **Technical Bid (Part-A)**
- ii. Technical evaluation of bidders qualifying in Part-A as per **Technical Bid (Part-B)**
- iii. Finally the price bids will be opened for technically qualified bidders who secure minimum 60% marks in Technical Bid (**Part-B**).

The weightage for technical bid would be 60% and financial bid would be 40%.

Bidders must quote rate for all the items, otherwise their bid will be rejected.

The proposal with the lowest cost bid response will be given a financial score of 100 and the other proposals will be given financial score that are inversely proportionate to their cost bids. For example assuming that out of technically qualified bids a firm "A" who has quoted ₹ 5,00,000/- is lowest one, it will be given a financial score of 100. Other technically qualified firms who have quoted above ₹ 5,00,000/- will be given the financial score as worked out in the following examples.

Firms	Bid Rate	Financial Score
Firm "B"	- ₹ 6, 00,000/-	500000/600000 x 100 = 83.33
Firm "C"	- ₹ 7, 00,000/-	500000/700000 x 100 = 71.43
Firm "D"	- ₹ 8, 00,000/-	500000/800000 x 100 = 62.50

For working out the combined score, the following formula will be used:

Total points = {T(w) x T(s)} + {F(w) x F(s)} where

T (w) stands for weight of the technical proposal
T (s) stands for technical score

F (w) stands for weight of the financial proposal
F (s) stands for financial score as worked out above

For example if a firm scores 60 points in technical bid and 70 points in financial bid the total points will be worked out as follows: -

$$\{T(w)/100 \times T(s)\} + \{F(w)/100 \times F(s)\} = \{(60/100 \times 60) + (40/100 \times 70)\}; \text{Total} = 36 + 28 = 64 \text{ Points.}$$

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract.

(Signature of the Bidder with official seal)

Technical Bid

Basic Eligibility (Part-A)

1. In this bid, the bidder should submit his company profile, organizational set up, credentials, manpower details, copies of work orders successfully executed during last three years, copy of Income-tax clearance certificate and earnest money deposit. The Technical details should be submitted in the proforma at **Annexure-II** along with Check-List for pre-qualification bid (**Annexure-I**)

2. No deviations in respect of NIT conditions are acceptable. The bidders are required to attach acceptance of tender documents as per **Annexure-III** in his letter head.

3. The following are the minimum basic requisites for being eligible and participating in the bidding-process. The agency shall also submit the copies of all relevant documents referred to hereinafter along with their Technical Bid.

4. Eligibility Conditions (with supporting documents self attested):

(i) The Agency should have an average annual turnover of minimum Rs.3.50 Crores (Rupees three crore fifty lakhs only) for the last three financial years i.e. 2019-20, 2020-21 & 2021-22

(ii) The Agency should have minimum 5 years experience in providing security-cum-surveillance services to University/IIT/NIT/Government educational Institutions having campus with Hostel, Guest House and Residential accommodation. Experience in other private offices/Govt. Offices shall not be considered for technical evaluation.

(iii) The Agency should have successfully executed security-cum-surveillance contracts during the last three years in the following manner:

(a) One similar work of value not less than Rs.1crore 20 lakhs per annum

OR

(b) Two similar works, each of value not less than Rs. 75 lakhs per annum

OR

(c) Three similar works, each of value not less than Rs.60 lakhs per annum

(iv) Satisfactory work completion certificate should be submitted from at least three clients. The completion certificate should be for security & surveillance services only and must include particulars of contract awarded by the concerned organizations indicating the Period/scope of contract, number and type of personnel engaged and value of the contract.

(v) The agency should have at least 250 security guards on its pay roll for which documentary proof i.e. certificate from the clients to be furnished indicating number of guards deployed at respective sites. Other documentary proof will not be accepted.

- (vi) The Agency should have valid ESI, EPF, PAN & GST registration number.
- (vii) The Agency should have registration with the concerned authorities of Labour Department under Contract Labour (R&A) Act, 1970. (copy to be enclosed).

- (viii) The agency should have valid license under Delhi Private Security Agency (Regulation) Act, 2009.(copy to be enclosed)

- (ix) The Agency should have valid license for operating walkie-talkie.(copy to be enclosed).

- (x) Quick Response Team with exclusive (24x7) Central Control Van (Details including registration of the vehicle etc, to be enclosed)

- (xi) The Agency should have office in Delhi/NCR and documentary proof should be attached.

- (xii) The Agency will submit Solvency Certificate of Minimum Rs. 1.5 Crore issued by nationalized/Commercial Bank.

Evaluation of Technical Bid (Part-B)

1. Technical evaluation part-B will be done based on 100 marks as per **Annexure IV**.
2. Agencies with 60% and or above score in technical evaluation will qualify for the financial bid.

(Signature of the Bidder with official seal)

SECTION-IV

Financial Bid

1. In this bid, the bidder is required to quote prices as per **Annexure – V** (Price Bid) and its weightage would be 40%. The rates for Sl. No.1 in PRICE BID (Man Power monthly Charges), bidder should take into consideration prevailing minimum wages applicable as on **01.10.2022**. However, in case of any revision of minimum wages by the Labour Department of NCT, Delhi Government during the contract period, the difference will be reimbursed by IUAC. All rates should be written clearly without any over-writing and duly signed and stamped.

2. The bidders are advised to quote their rates for each item as per the Price Bid Form. No payment other than as specified in the price schedule for each item and which has been accepted by the party, shall be payable to the successful bidder.

3. The Centre does not bind itself to accept the lowest or any other tender. The Centre reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the 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 Centre action.

4.(i) In this bid, the bidder is required to quote their prices as per Price Bid. The rates for Sl. No.1 in Price Bid (Man power monthly charges) are taken into consideration as per prevailing minimum wages applicable as on **01.10.2022**. However, in case of any revision of minimum wages by the Labour Department of NCT Delhi Govt. during the contract period, the difference will be reimbursed by IUAC.

(ii) All rates should be written clearly without any overwriting and duly signed & stamped. Agency charges should be quoted in lump sum on item 1 & 2 of price bid. To avoid any kind of malpractice in the payment of salary/wages, the bidder should quote agency charges in conformity with the govt/statutory laws/by laws/regulation keeping in view the security services to be provided including charges for the uniform i.e. two pairs of summer, one pair of winter woolen uniforms including one pair of shoes & two pair of socks

5. Quoting unduly lower rate of Service Charge:

(i) The contractor has to quote service charge that takes care of TDS, Supervision, all the statutory charges relating to this contract, etc.; and reasonable margin thereafter. The Centre has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers,

etc. thereby affecting the performance of the workers.

(ii) The service charges and charges for uniform & walkie-talkie quoted should not be “absurdly low”. The bidder may be asked to justify the charges in case the IUAC finds the amount as “absurdly low”. The decision of the IUAC on quote for being “absurdly low” shall be final. These charges once fixed will remain fixed for the entire duration of the contract or for period of subsequent extension(s).

6. Decision on reasonability of service charge:

(i) IUAC reserves right to take a view on the reasonability of the rate of service charge. The decision of the Centre in this regard shall be final and binding. No representation will be entertained and replied to.

(ii) If the Centre considers that the service charge and charges for uniform & walkie-talkie quoted by the bidder is not feasible, such tender shall be treated as non-responsive and the quotation with the next higher rate shall be evaluated, and this process will be iterated till a quotation with reasonable service charge is found and the work will be awarded to such bidder only.

(Signature of the Bidder with official seal)

SECTION - V

Terms and conditions for providing security-cum-surveillance services Obligations of the Security Agency

1. The Security Agency is required to provide the Security services as mentioned in Section - I (Scope of Services).
2. The agency will submit proof of qualification/resume of all personnel to be deputed at this site.
3. All the persons deployed at IUAC site will have to carry valid gate-passes, which will be issued only after submission of their bio-data in desired format. Any negligence/offence on the part of personnel deployed by the agency will be immediate removal from site.
4. The Contractor will depute qualified Supervisor (s) dedicated for this site, who will co-ordinate work execution activities and interact with the IUAC representative responsible for supervision of work.
5. The deployment of security staff shall be as per the provisions of Labour Laws, and round the clock (24x7) and these will be in three shifts of 8 hrs. each, on all the sevendays of a week and 365 days in a year. In case anyone performs duty more than 8 hrs. per day by the same person, extra duty hours will be deducted from the bill of the Agency. No Security Guard/Supervisor will be allowed to perform double duty unless authorized by the Official of IUAC and no employee shall work for more than 26/27 days in a month as specified by Labour Laws. Shift Duty Timings of Guards, Gun Men and Supervisor will be as under:-

First shift	:	7 A.M. To 3 P.M.
Second shift	:	3 P.M. To 11 P.M.
Third shift	:	11 P.M. To 7 A.M.
6. In each shift, one of the guards on duty should be fully trained about the know-how of fire fighting systems. The agency will ensure that all the guards and supervisors have working knowledge of English and Hindi language.
7. The Security guards should have undergone the training as prescribed by PSARA in the training Centre or organization recognised by it. The agency shall provide the certificate awarded by the training Centre in respect of each deployed guard.
8. Ability to provide all modern electronics security Gadgets:-The agencies should have ability to provide all the modern security gadgets as per requirement of the IIT Delhi for improvement of the Security system.
9. The agency shall keep the client informed of all the matters of security and co-operate in the investigation of any incident relating to security.
10. The entire security unit has to be strictly disciplined. Each guard should be fully aware of his duty and rules (post wise).

11. Walkie-Talkie:

- (a) The agency will provide six numbers Walkie – Talkie to Supervisor/Security Guards to ensure effective timely communication between them.
 - (a) Security staff shall strictly follow the guidelines to be followed for use of hand held radio receivers as per Ministry of Communication, Govt. of India.
 - (b) The agency shall be responsible for the maintenance and operation of walkie-talkies.
12. The security services shall be carried out by the agency as per the norms set by IUAC authorities & specific instructions as may be issued by the IUAC representative responsible for work from time to time.
13. The Security Agency shall have a proper system of checking the guards on duty especially during night. Records of the same shall be effectively maintained and

shortcomings, if any, shall be immediately rectified.

14. During execution of security contract, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings.

15. In case of any accident/damage etc., caused due to the negligence of the staff deployed by the Agency, the loss shall have to be made good by the Agency.

16. All the manpower deployed at site by the contractor should be given one weekly off in every 7 days. If in case they are performing reliever's duty, they should be paid extra for the same by the agency.

17. In addition to the above, three National Holidays (26th January, 15th August and 2nd October) and any special mandatory holidays as declared by Govt. of India from time to time should also be given to the manpower. The amount to be incurred by the contractor towards this shall be reimbursed by IUAC in the same month.

18. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.

19. If any contractor's person is found to be misbehaving or to be negligent in the duties assigned to him, IUAC reserves the right to seek his removal from IUAC, with suitable replacement within 24 hours.

20. In case of any injury to contractor's person at IUAC campus, due to any reason, the contractor shall be responsible for taking the person to the hospital/nursing home/dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.

21. All the employees will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

22. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by the Centre.

23. The contract will be awarded initially for three months period and based on the satisfactory performance the contract will be extended for another nine months. The contract may be renewed after one year depending upon the performance in previous year and by mutual agreement. There is no binding on Centre to renew the contract after first year.

24. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the IUAC for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the IUAC.

25. Retention of Security Staff: Security Staff shall be retained inside the campus in situation like COVID-19 pandemic or any other force majeure conditions, as per the Centre requirement.

Do's & Don'ts:

26. Guards will not be allowed to stay in the Centre, including at the main security gate at the time of changing shift. Only supervisor will give necessary instructions, if any, to the next taking over supervisor and through him only guards will be directed/instructed.

27. Guard as well as Supervisor at the main gate should monitor the activities which are being indicated on the CCTV fixed on different locations. If any untoward incident happens, the Supervisor should immediately inform the concerned Officer-in-Charge.

28. Gate pass procedures returnable/non returnable, entry of visitors – VIPs & labourers are to be fully known to each and every guard.

29. That the agency will meet on regular intervals and reply to all the remarks noted down

with regard to the performance of their staff.

30. Heavy vehicles e.g. cars, trucks, tempo etc., entering in and out of the Centre, their challan/vehicle No. etc., full record should be maintained.

31. Supervisor will keep copies of security manual with him and ensure that all guards know the rules in details. He will hold drills at least once in a fortnight. It is Supervisor's duty to ensure that all guards can read and write as required by the Centre.

32. The supervisor will give short break to guards and gun men, if necessary during the meal time. The meal times at different posts will be staggered and fixed by the agency.

33. Supervisor to assign duties of Patrollers on different posts. These duties will be rotated every 1 hour during night (rotation starts at 11 P.M. and goes up to 6 A.M.). The rotation commences from guest house.

34. Use of mobile phone by security staff while on duty at IUAC site is strictly prohibited.

35. Guards must check that the vehicles are parked in designated areas only.

36. There will never be more than one Guard present anywhere except on the main gate for a short time while changing the shift. Two guards found talking together will attract a punishment/penalty.

37. At no time the designated areas under each post be without a guard for more than five minutes. Longer absence, if necessary must have relief from the Supervisor.

38. Guards have to be on the rounds 65% of the time in their designated areas and sitting at the fixed location while not on rounds. Fixed locations will be reviewed from time to time.

39. All guards must carry and display their I.D. Cards all the time while on duty. Only those guards/gun men/supervisors will be allowed to perform duty at IUAC site to whom I.D. Cards have been issued by the agency.

40. Security to ensure that no wild animals are inside the campus and take appropriate measures to get rid of them.

41. The agency would ensure that no person deployed by the agency shall demand or solicit or accept any gift or tip or gratification or reward in any form from employees/visitors of the Institute.

42. The agency will ensure that the security duty post should never be kept unattended.

43. No guard will be allowed to carry blanket, bed sheet to be spread on ground.

44. All vehicles in night hours may be checked after 11 P.M. at main gate, during day time also such exercise is allowed. The security staff deployed at the Centre will be responsible for any theft in the Campus. Any loss due to thereof material will be to the agency's account.

45. All contract employees coming for work should be physically verified during entry and exit to the Centre.

46. All above instructions will be given in writing to Security staff in Hindi. Also all above instruction in regard to their job and responsibilities will be briefed by the Agency.

47. Terms of Payment:

(i) The Contractor will be responsible for making the payment of wages directly to its workers by 1st working day of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.

(ii) The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/ECS statement duly certified by the bank, to the office with the bill for verification. The bill should be duly supported by the attendance of security staff, EPF/ESI Deposit Statement with individual EPF(UAN)/ESI

numbers. In the absence of above supportive documents the bill will not be processed for payment.

(iii) Amount towards mandatory requirements such as EPF, ESI & GST shall be paid only on submission of the relevant self attested authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages (online fund transfer) sheet duly signed by employees.

(iv) The contractor would be required to ensure the payment of its workers by 1st working day of every month and there should be no linkage between this payment and settlement of the contractor's periodical/pending bill(s).

(v) The contractor should arrange to deposit the wages of his workers in to their respective bank accounts preferably through ECS and tender a copy of the ECS statement to the Centre as proof of payment of wages failing which the bill of the current month will not be paid. The contractor shall facilitate his workers in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.

(vi) Non-compliance in regard to above may lead a penalty of Rs.5,000/- and Director's decision will be full and final as far as release of payment to the agency is concerned.

Statutory Compliances:

48. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, etc. This will be the sole responsibility of the contractor. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

49. **Minimum Wages:** The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the Labour Department of Government of Delhi from time to time in addition to benefits like EPF/ESI calculated on total monthly wages (not on any part of wage). In case of revision in wage by Labour Department of Government of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

50. **Monthly Wages:** The contractor will disburse the monthly wages to his workers on 1st of each month (1st working day of each month) through electronic fund transfer mode viz. RTGS/NEFT. There should not be any deduction e.g. advance etc. from the workers' wages in the wage sheet except for absentees etc. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

51. **EPF, ESI & BONUS:** EPF and ESI Numbers of manpower deployed at site by contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of the same to be submitted. On the expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc., Contractor has to sign the EPF settlement papers for the people who left the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen. Contractor may disburse the bonus to its workers as per Government of India Payment of Bonus Act after getting the approval of IUAC. Reimbursement will be done as per actual after disbursement of the same.

Confidentiality:

52. It is understood between the parties hereto that during the course of business relationship, the Security Agency may have access to confidential information of the Centre and it undertakes that it shall not, without the Centre's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity to make use of such information in any regard, whatsoever. This clause shall survive the period of 5 years from the date of expiry of the contract or earlier termination thereof.

Termination of Contract:

53. The Director, IUAC reserve the right to terminate the contract on account of poor services, failure to mobilize site within seven days, non-compliance of set norms/specifications for the works, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to ten percent of contract value held with Centre will be forfeited by IUAC.

54. The Centre reserves the right to terminate the contract by giving one month notice without assigning any reasons whatsoever.

55. The contractor shall not be allowed to withdraw their services during first year of contract. In case the contractor terminates the contract before one year, IUAC shall forfeit the Security Deposit. However, after one year, the contractor may be allowed to withdraw their contract by giving minimum three months notice.

56. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue, IUAC shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

57. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the IUAC may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the IUAC from the contractor.

58. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the IUAC, such money shall be deemed to be payable by the contractor to the IUAC within seven days. The IUAC shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance security.

59. The Agency shall not sub-contract any or part of the "Services" that it provides to the Centre under the contract to another Agency/Contractor in any manner.

Indemnification:

60. The contractor shall indemnify and hold the IUAC harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works / services under the contract provided by the contractor.

61. In the event of any loss being caused to the Centre on account of the negligence of the employee of the Security Agency, the Agency shall make good the loss sustained by the Centre, either by replacement or on payment of adequate compensation on actual basis.

Force Majeure:

62. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God, COVID-19 like situation etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

Dispute Resolution:

63. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Director, IUAC, New Delhi.

64. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. Arbitration proceedings will be held at Delhi/New Delhi only.

65. Correspondence:

All the correspondence in respect of tender / contractual obligation shall be made to The Administrative Officer (S&P), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi - 110067. E-mail : iuacstores@gmail.com Phone : +91-11-24126018, 24126022.

66. Jurisdiction of Court:

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

This notice inviting tender will form part of the contract agreement to be executed by the successful tenderer on a stamp paper of Rs.100/-.

Accepted

(Signature of the Bidder with official seal)

Note: Entire NIT (except price bid) is to be uploaded with "Technical bid (Part-A)" duly signed & stamped by the bidder.

Annexure-I

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

S.L	Documents asked for	Pg.No.at which documentis placed
1.	Bid Security Declaration	
2.	Duly filled in Technical Bid form	
4.	Self-attested copy of the PAN card issued by the Income TaxDepartment with copy of Income-tax Return of the last financial year	
5.	Solvency Certificate of Minimum Rs. 1.5 Crore issued by nationalized/Commercial Bank	
6.	Self attested copy of Goods and Service Tax Registration No.	
7.	Self attested copy of document regarding status of the firm/agencyviz. Company/Proprietorship/Partnership	
8.	Self attested copy of valid Provident Fund Registration number	
9.	Self attested copy of valid ESI Registration No.	
10.	Self attested copy of valid License No. under Contract Labour(R&A) Act, 1970	
11.	Proof of satisfactory work completion certificate from three clients	
12.	Proof of Annual turnover of previous three years supported byaudited balance sheet	
13.	Proof of work-orders as per the eligibility conditions in the tenderdocument	
14.	Documentary proof of 250 Security guards on pay roll	
15.	Self attested copy of valid Registration under Delhi PrivateSecurity Agency (Regulation Act) 2009.	
16.	Valid license for operating Walkie-Talkie	
17.	Location of Training School & training facilities. If yes, pleaseprovide details	
18.	24 Hrs Operational Control Room (Details to be stated/enclosed)	
19.	Operational Quick Response Team with exclusive (24x7) Central Control Van (Details including registration of the vehicle etc, to be stated/enclosed)	
20.	Please Provide the Details of the Banker: (a) Name of the Bank/Branch (b) Address of the Bank/Branch (c) Account Number (d)IFSC Code of the Bank/Branch	

(Signature of the Bidder with official seal)

TECHNICAL BID

SECURITY AND SURVEILLANCE SERVICES

1.	Name of the Registered Firm/Agency		
2.	Address of the Firm/Agency (With Tel.No., Fax & Email)		
3.	Name & Address of the Proprietor/ Partners/Directors (with Mobile No.)		
4.	Contact Person(s) (with mobile No.)		
5.	Valid License No. Under Delhi Private Security Agency (Regulation) Act 2009		
6.	Registration Number of the Agency under the Contract Labour (R&A) Act.		
7.	PAN Number		
8.	Service Tax/GST Registration No.		
9.	(i) Registration No. with EPF authorities (ii) Registration No. with ESI authorities	(i) (ii)	
10	Bid Security Declaration		
11.	The Agency must provide the certificates from at least three clients where they have provided or are providing security certifying that their services are professional and to their satisfaction	Names of organizations : (1) (2) (3)	
12. Details of turnover of the Company/Agency			
Year	2019-20	2020-21	2021-22
Turnover			

Above information should be supported by documentary evidence, like copies of balance sheet, profit & loss A/C, Income Tax returns etc.

Clients details University/IIT/NIT/Govt. educational Institutions having campus with Hostel, Guest House and Residential accommodation), Where the security services are provided by the Agency during the previous three year i.e 2019-20,2020-21 & 2021-22 in the following format.

Name & Address of Client	Period of Contract (From ...To)	No of Persons Deployed (Supervisor, Gun-Man & Guards separately)	Value of contract	Performance certificate from the Employers to be enclosed Along with Job orders.
Note: (Attested copies of above documents are to be enclosed)				
14. Any Other Information				

DECLARATION

I hereby certify that the information furnished above are complete and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the Firm/Agency will be blacklisted and will not have any right of dealing with Department in future.

(Signature of the Bidder with official seal)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To
Director
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi- 110 067

Sub: Acceptance of Terms & Conditions of the Tender Document.

Name of the Tender/Work: **“Security-cum-Surveillance Services”** at IUAC

CampusDear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned “Tender/Work” from the website(s) namely: as per your advertisement, given in the above mentioned website(s).

1. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No.01 to 33(including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and we shall abide hereby the terms/conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
3. We hereby unconditionally accept the tender conditions of the above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. We do hereby declare that our firm has not been black listed/debarred by any Govt. Department/Public Sector Undertaking/Autonomous body.
5. I/We certify that all information furnished by our firm is true & correct and in the event that the information found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudiced to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

Technical Evaluation (Part B)**The Technical bid shall be evaluated as below for 100 Points**

Sr. No.	Subhead	Max Points
1.	ISO Certification 9001:2008 (3 Marks) 9001:2015 (5 Marks)	5 Marks
2.	Solvency Certificate of Minimum Rs. 1.50 crore issued by nationalized/Commercial Bank. Solvency Certificate for Rs.1.50 crore, (5 Points) Solvency Certificate from 1.50 to Rs.2.00 Crore (10 Points) Solvency Certificate for more than Rs.2.00 crore (15 Points)	15 Marks
3.	Financial Average annual turnover of contractor/firm of Rs.3.5 crore during last 3 years ending on 31.03.2022: Above Rs.3.5 crore but below 4 Crore (10 points) Above Rs.4 crore but below Rs..5 crore (15 points) Above Rs.5crore (20 points) (Certified balance sheet from CA to be furnished)	20 Marks
4.	Required performance certificate(issued by University/IIT/NIT/Govt. educational Institutions having campus with Hostel, Guest House and Residential accommodation) from minimum three clients – 10 Marks More than three clients – 15 Marks (Performance certificates from clients to be furnished)	15 Marks
5.	Number of years of work experience in providing security services to University/IIT/NIT/Govt. Institutions having campus with Hostel, Guest House and Residential accommodation minimum five years– 5 Marks More than five and up to ten years – 10 Marks Above ten years-15 Marks (Work experience certificates from clients to be furnished)	15 Marks
6.	Trained Manpower strength (Security Personnel only) Minimum 250 persons- 5 Marks Above 250 and up to 500 persons-10 Marks Above 500 persons- 15 Marks (Certificates from present clients to be submitted)	15 Marks
7.	<i>Presentation on agency profile before IUAC</i> (Only agencies qualifying basic eligibility criteria will be called for presentation)	15 Marks
	<i>Total</i>	100 Marks

Agencies with 60% or above score in technical evaluation will qualify for the financial bid.

(Signature of the Bidder with official seal)

Annexure – V

PRICE BID

S. No.	Particulars	Minimum wages	Wages quoted by the agency in Rupees per month	Total
1.	Monthly Charges for Round the Clock Security and Surveillance Services			
a)	Supervisor - 04 Nos (supervisory cadre)	22146x4	88584	88584
b)	Gunmen - 03 Nos (skilled)	20357x3	61071	61071
c)	Guards - 29 Nos (semi-skilled)	18499x29	536471	536471
Total monthly wages			686126	686126
OT for One Supervisor				
OT for One guard (For 12 hrs Duty)			11073 9250	11073 9250
2.	Reliever Charges for S. No. 1	1/6 th of wages	114354	114354
3.	Bonus @8.33% of wages (b+c) as per eligibility		49775	49775
4.	Charges towards EPF Amount	(12%+1% Admn. charges) on item #1 (Rs.540000/-)	70200	70200
5.	Charges towards ESI Amount	(3.25%) on item#1	19420 301	19420 301
6.	Total of Item (1+2+3+4+5)		960499	960499
7.	Charges for new uniform kit apportioned per month .			
8.	Charges for walkie- talkie and other instruments per month			
9.	Total (6+7+8)			
10.	**Agency service charges per month in percentage of sr. no. 9 above			
11.	Total amount (In figures)			
Total Amount in Words:				

*GST will be extra as applicable

**Agency charges to be filled in BOQ Templet in Amount by calculating percentage of serial no. 9

Note:

The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.

(Signature of the Bidder with official seal)

(Undertaking on a Letterhead)

I / We (bidder) hereby give an undertaking that:

1. I / We have not been blacklisted / on holiday list / debarred during last three years by any Govt. Department/Govt. Autonomous Body/Institution, etc.;
2. I/We do not have any dispute with any of the Govt. Departments/ Govt. Autonomous Bodies/Institutions, etc.;
3. I/We have never been certified as 'Unsatisfactory Performer' for the said services provided to the Govt. Departments/ Govt. Autonomous Bodies/ Institutions;
4. I/We have not submitted any fake/forged certificates/ documents and later, if any such 'Certificates/Documents' found to be fake/ forged or contains willful wrong/incorrect information, suitable legal actions may be initiated against me/us/agency and the agencies /bidders shall be debarred from tendering with the the Institute.
4. I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC and the agencies/ bidders shall be debarred from tendering with the Institute.

Seal and Signatures of the Authorized
Person of the Agency

Place
Date

Certificate/ Undertaking (Site Visit)

This is to certify that we have visited the site where..... IUAC Campus at Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi -110067 on and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions. We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

(Signature of the Bidder, with Official Seal)

Annexure- VIII

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK
(Solvency Certificate)

This is to certify that to the best of our knowledge and information M/s..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs. (Rupees.)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature with seal) For the bank

Note:

- (1) Bankers certificate is issued without any guarantee or responsibility on the bank or any of the officers.

In the case of partnership firm, certificate should include names of all partners as recorded with the bank.

(Signature of the Bidder with official seal)

Annexure- IX

Format for declaration by the Bidder for Code of Integrity & conflict of interest (On the Letter Head of the Bidder)

No: _____

Date

To,
The Director
IUAC New Delhi

Sir,

With reference to your Tender No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as in your Tender document and have no conflict of interest.

It is certified that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a
- b
- c

We undertake that we shall be liable for any punitive action in case of transgression/contravention of this code.

Thanking you,

Yours sincerely,

(Signature of the Bidder with official seal)

BID SECURING DECLARATION FORM
TO BE SUBMITTED BY MSME ONLY ON COMPANY LETTER HEAD

Tender/Bid No.:

Date:

To
The Director
Inter University Accelerator Centre (IUAC)
New Delhi
Dear Sir/Madam,

We, the undersigned, solemnly declare that:

We understand that, according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the condition of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in IUAC for a period of two years from the date of opening of this bid if we breach our obligation under the tender conditions, if, we,

- 1) withdraw/amend/impair/derogate, in any respect, from our bid, within the bid validity; or
 - 2) being notified within the bid validity of the acceptance of our bid by IUAC
- (i) fail or refuse to sign the contract, or (ii) failed or refused to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the tender documents.

We know that this Bid Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of successful bidder or
- 2) Forty-five days after the expiration of the bid validity or nay extension to it.

Signed:

Name:

Dated on _____ day of

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

(Signature of the Bidder with official seal)

