

INTER-UNIVERSITY ACCELERATOR CENTRE
(An Autonomous Centre of UGC)
Aruna Asaf Ali Marg, New Delhi-110 067

NOTICE INVITING E-TENDER

TENDER NO: IUAC/NIT/03/KM/2020-21/

Dated: 01/06/2020

Inter-University Accelerator Centre (IUAC), invites online bids through E-Procurement Portal under two bid system, viz. Technical and Financial bids, from eligible and experienced parties for the job/work of “**Security-cum-Surveillance Services**” at IUAC office, New Delhi- 110 067.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and www.iuac.res.in

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enrol / register before participating through the website <http://eprocure.gov.in/eprocure/app>

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bids not covering the full scope of work, included in the bid document, will be rejected and only complete bids will be considered. Tenderer's/Contractor's 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 document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “online” to pay the tender fee and EMD as applicable by going to 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 payment of EMD & tender fee. Copy of valid registration certificate should be uploaded in the website <https://eprocure.gov.in/eprocure/app>.

Bidders are requested 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 BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website www.iuac.res.in and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document and in case of any correspondence for clarifications needed, they may contact Administrative Officer (S&P)/Estate, before submitting their bids.

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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	:	ENGAGEMENT OF SECURITY AND SURVEILLANCE SERVICES AT IUAC CAMPUS Tender
Estimated Amount	:	Rs.126.50 lakhs per annum
Earnest Money Deposit	:	Rs.2,53,000/-
Tender Cost	:	Rs. 500/-
Online Link for EMD and Tender Fee	:	https://services.sabpaisa.in/pages/iuac.html
Last Date and Time of Submission of Tender	:	25/06/2020 at 3.00 PM
Date & Time for Opening of Tender (Tech. Bid-Part-A)	:	26/06/2020 at 3.30 PM
Date & Time for Opening of Tender (Price Bid-Part-B)	:	To be intimated to technically qualified bidders
Contact persons	:	Ms. Ranju Rishi Administrative Officer (S&P), Email : iuacstores@gmail.com Phone : 2412 6018, 2412 6022 Mr. K. Murali Administrative Officer (Estate) Email : kamudh@gmail.com Phone : 2412 6018, 2412 6022

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 security agency is required to provide the following services:-

- (i) Complete security to the life and property of the residents and the assets of the Centre.
- (ii) Safeguard against trespass.
- (iii) Security covers to various official functions organized by the Centre.
- (iv) Control of Vehicular traffic
- (v) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- (vi) Control of stray dogs and other wild animals around boundary.
- (vii) Assist the Centre in maintenance of day-to-day discipline and smooth running of various activities.
- (viii) Provide timely intelligence inputs to the Centre's Administration.
- (ix) Managing the Boom Barrier at the various points in the Campus.
- (x) To look after the bio-metric attendance system of the Centre.
- (xi) Managing the Main Office Reception

3. The agency will bear overall responsibility for maintaining peace and tranquillity 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 all of its 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 at its own cost. 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 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) To keep track of CCTV Display monitor.
- h) Handling of EPABX system during night and transfer of calls to housing as well as in the office/lab complex to concerned employees.
- i) 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

SECTION-II

General Information and Instructions

1. Tenders should be uploaded on CPP 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. If information is furnished in a separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of the bidder, it should be stated as not applicable. However the bidders are cautioned that not giving complete information called for in the applications forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result in the bid being summarily disqualified. Bids made by FAX and those received late will not be entertained.

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

3. 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.

4. 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.

5. EARNEST MONEY DEPOSIT:

(i) Earnest Money Deposit of Rs. 2,53,000/- (Rupees Two lakh fifty three thousand Only) in the form of online payment: <https://services.sabpaisa.in/pages/iuac.html> before the opening of technical bids. The copy of the payment receipt should be attached along with tender document.

(ii) EMD amount of technically disqualified bidders will be returned to their debited account within 15 days from the date of evaluation of the technical bids. The refund of EMD to the unsuccessful bidders shall also be returned within 15 days from the date of opening of price bid. The EMD of the successful bidder (L1) shall be held back as interest free security deposit and will be released only after successful completion of the job.

6. **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.

7. 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.

8. The amendments shall be notified through the Centre's website and 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.

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

(i) Any bid not accompanied by required Earnest Money Deposit (EMD) except MSME/NSIC registered entities.

(ii) Any conditional bid or bid offering rebate.

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

(iv) Any effort by a bidder to influence the Centre in the bid evaluation, bid comparison or contract award decision.

(v) Any bid received with period of validity of bid shorter than 90 days.

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

11. 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.

12. Tender document once submitted will remain with the Centre and is non-returnable to the bidders.

13. **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.

14. **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.

(ii) The contract will be initially awarded for a period of three months and based on the satisfactory performance the contract will be extended for another nine months. 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.

(iii) The successful bidder shall be required to furnish a Bank Guarantee valid for the entire contract duration plus three months, equivalent to one month's contract value. In case of extension of contract after the first year, fresh bank guarantee for the renewed contract has to be submitted, equivalent to one month's 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 (v) below.

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

(v) 50% of the security deposit will be refunded on successful completion of the contract. Balance 50% of the security deposit 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.

(vi). 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.

(vii) 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 (vi) 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.

(viii) 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.

(ix) IUAC reserves the right to engage 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.

Technical Bid (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-III**.

2. No deviations in respect of NIT conditions are acceptable. The bidders are required to attach acceptance of tender documents as per **Annexure-V** 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 annual turnover of minimum Rs.3.80 Crores (Rupees three crores & eighty lakhs only) for the last three financial years i.e. 2016-17, 2017-18 & 2018-19.

(ii) The Agency should have minimum 5 years experience in providing security-cum-surveillance services to Educational /Academic organizations / Autonomous Institutions / Public Sector Undertaking / Department of the Government of India.

(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. 101.20 lakhs per annum

OR

(b) Two similar works, each of value not less than Rs. 63.25 lakhs per annum

OR

(c) Three similar works, each of value not less than Rs.50.60 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.

(v) The agency should have at least 500 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) The Agency should have basic infrasture in terms of Vehicles ie. Motorcycles/Scooters, Cars/Jeeps etc for Patrolling and electronic & non-electronic gadgets.

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

(xii) Agencies who have provided security services to IUAC continuously for six years at any time are not eligible to apply.

5. Bid Opening and Evaluation

(i) The technical bid shall be opened in the first instance in the presence of the bidder or their representatives who choose to attend at the appointed place and time.

(ii) The bid of any bidder, who has not complied with any of the terms and condition prescribed in the tender, will be summarily rejected.

(iii) Conditional bids will also be summarily rejected.

(iv) Subsequently, the selected technical bids will be evaluated as per the eligibility conditions given in the tender document.

(vi) Selection of the bidder would be made after taking all the relevant factors as per Eligibility Conditions. Lowest rates are not the sole criteria of selection.

6. Evaluation of Technical Bids:-

The bid will first be scrutinized on the basis of the initial criteria prescribed in Clause 4 (i to xii) Section-III above and after inspection of establishment concerned or otherwise after assessing the suitability, as seemed fit by the Technical Committee, the bidder's eligibility will be determined.

7. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be liable to be barred from bidding for tenders in future for a period of three years.

8. Financial Bid of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders (who wish to attend).

9. Even though the service provider(s) may satisfy the terms and conditions, they may be disqualified:-

(a) If they have made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.

(b) If they have records of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.

(c) If confidential inquiry reveals facts contrary to the information provided by the agency.

(d) If confidential inquiry reveals unsatisfactory performance.

(e) If on inspection of works in progress or completed by the agency, it is found that work is not satisfactory.

SECTION – IV

FINANCIAL BID

1. In this bid, the bidder is required to quote prices as per Annexure – IV (Price Bid). The rates for Sl. No.1 in PRICE BID (Man Power monthly Charges), bidder should take into consideration prevailing minimum wages applicable as on **22.10.2019**. 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 annual 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. The bids of the agency/firm quoting impracticably low or nil agency service charges are liable to be rejected even though the service provider otherwise is technically qualified.
5. The security services provided to the Centre is currently not liable for Service Tax. However, the bidder shall take into consideration all the levies and statutory taxes while quoting the tender. However, if any fresh taxes, charges etc are levied by the Local authority/State or Central Govt/or other competent authority, subsequent to the date of submission of tender, the same shall be reimbursed by the Centre, provided the documents of the proof are submitted in support thereof.

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 seven days 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. The entire security unit has to be strictly disciplined. Each guard should be fully aware of his duty and rules (post wise).

9. Walkie-Talkie:

- (a) The agency will provide six number 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 walki-talkies.
10. 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.
 11. 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.

12. 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.
13. 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.
14. 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.
15. 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 should be taken into account in overhead & profit component.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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:

24. 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.
25. 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.
26. Gate pass procedures returnable/non returnable, entry of visitors – VIPs & labourers are to be fully known to each and every guard.

27. That the agency will meet on regular intervals and reply to all the remarks noted down with regard to the performance of their staff.
28. 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.
29. 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.
30. 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.
31. 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.
32. Use of mobile phone by security staff while on duty at IUAC site is strictly prohibited.
33. Guards must check that the vehicles are parked in designated areas only.
34. 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.
35. 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.
36. 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.
37. 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.
38. Security to ensure that no wild animals are inside the campus and take appropriate measures to get rid of them.

39. The agency will ensure that the security duty post should never be kept unattended.
40. No guard will be allowed to carry blanket, bed sheet to be spread on ground.
41. 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.
42. All contract employees coming for work should be physically verified during entry and exit to the Centre.
43. 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.

Terms of Payment:

44. The payment shall be made on submission of the bills (format to be approved by the Centre) by the contractor after due certification by the IUAC person responsible for supervision of the work in following manner:-
 - (i) The contractor should submit the bill on monthly basis for the manpower i.e. guards, gunmen, supervisor (which should be inclusive of all the charges – ESI, EPF and service charges etc.) subject to verification of invoice by Centre's authorised personnel who may at their discretion effect deductions either on account of delayed/improper work, service level agreement deviations and liquidated damages for delay in supply etc.
 - (ii) The payments will be made through electronic fund transfer mode viz. RTGS /NEFT after deduction of applicable income tax (TDS)/WCT.

(ii) Amount towards mandatory requirements such as EPF & ESI shall be paid only on submission of the relevant authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages sheet duly signed by employees and the attendance record.

(iii) On deployment of worker(s), within two months, the contractor will provide Universal Account Number (UAN) for Provident Fund remittances along with other relevant details to the workers concerned and to the Centre for verification. Non-compliance of the foregoing requirements may lead to withholding of monthly payment of contractor besides other punitive measures as deemed fit to the Centre.

(iv) IUAC is exempt from payment of Service Tax as per Government of India, Ministry of Finance, Department of Revenue, Central Board of Excise & Customs, Tax Research Unit Circular No. B1/14/2013-TRU dated September 19, 2013, and the Notification No. 06/2014 – Service Tax dated July 11, 2014 issued by the Government of India, Ministry of Finance, Department of Revenue.

(v) Submission of bill/receipt on account of payment made to statutory bodies/authorities i.e. ESI, EPF, Service Tax/GST etc. need to adhere with strict compliance. 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.

(vi) There won't be any deductions e.g. advance etc. from the employee's wages in the Wages Sheet except absenteeism.

Statutory Compliances:

45. **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.

46. **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.

47. **Monthly Wages:** The contractor will disburse the monthly wages to his workers on 30th /31st of each month (last 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.

Attendance will be taken from 1st to 20th of first month and 21st to 20th of second month onwards. Bills should be submitted by 22nd of each month. Payment will be released to contractors on 28th of each month.

48. **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:

49. 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:

50. 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 one month's contract value held with Centre and the EMD will be forfeited by IUAC.

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

52. 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.

53. 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/EMD.

54. 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.

55. 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.

56. 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:

57. 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.

58. 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:

59. 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:

60. 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.

61. 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.

62. 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.

Jurisdiction of Court:

63. 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.

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	Page number at which document is placed
1.	Bid Security (EMD) of Rs.2,53,000/- in the form of online transfer as per link provided.	
2.	Duly filled in Technical Bid form	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure - II.	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-tax Return of the last financial year	
5.	Self attested copy of Service Tax Registration No.	
6.	Self attested copy of document regarding status of the firm/agency viz. Company/Proprietorship/Partnership	
7.	Self attested copy of valid Provident Fund Registration number	
8.	Self attested copy of valid ESI Registration No.	
9.	Self attested copy of valid License No. under Contract Labour (R&A) Act, 1970	
10.	Proof of satisfactory work completion certificate from three clients	
11.	Proof of Annual turnover of previous three years supported by audited balance sheet	
12.	Proof of work-orders as per the eligibility conditions in the tender document	
13.	Documentary proof of 500 Security guards on pay roll	
14.	Self attested copy of valid Registration under Delhi Private Security Agency (Regulation Act) 2009.	
15.	Valid license for operating Walkie-Talkie	
16.	Location of Training School & training facilities. If yes, please provide details	
17.	24 Hrs Operational Control Room (Details to be stated/enclosed)	
18.	Operational Quick Response Team with exclusive (24x7) Central Control Van (Details including registration of the vehicle etc, to be stated/enclosed)	
19.	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	

Annexure-II

(Undertaking on a Non-Judicial Stamp Paper worth Rs. 100/- duly notarized)

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

- (i) I/We have not been blacklisted during last five years by any Government Department/Govt. Autonomous Body/Institution, etc.;
- (ii) I/We do not have any dispute with any of the Govt. Departments/Govt. Autonomous Bodies/Institutions, etc.;
- (iii) I/We have never been certified as ‘Unsatisfactory Performer’ for the said services provided to the Govt. Departments/Govt. Autonomous Bodies/Institutions;
- (iv) I/We have not submitted any fake/forged certificates/documents and later, if any such ‘Certificates/Documents’ found to be fake/forged or contains wilful wrong/incorrect information, suitable legal action may be initiated against me/us/agency besides ‘forfeiture of Earnest Money Deposit’ and ‘Blacklisting’ etc.
- (v) I/We shall not withdraw my/our bid after opening of Technical Bid and if done so, the IUAC shall be authorized to forfeit the EMD submitted by me/us.

(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.	Details of EMD (a) Amount : Rs.2,53,000/-		
11.	The Agency must provide the certificates from at least three Institutions /Organisations 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	2016-17	2017-18	2018-19
Turnover			

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

Clients details(in Govt., PSUs, Ministries, educational/academic organization only), Where the security services are provided by the Agency during the previous three year i.e 2016-17,2017-18 & 2018-19 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)

ANNEXURE – IV

PRICE BID (PART – B)

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)	19572x4	78288	78288
b)	Gunmen - 03 Nos (skilled)	17991x3	53973	53973
c)	Guards - 31 Nos (semi-skilled)	16341x31	506571	506571
Total monthly wages			638832	638832
OT for One Supervisor			9786	9786
OT for One guard			8171	8171
2.	Reliever Charges for S. No. 1	1/6 th of wages	106472	106472
3.	Charges towards EPF Amount	(12%+1% Admn. charges) on item#1	83048	83048
4.	Charges towards ESI Amount	(3.25%) on item#1	20762 318 266	20762 318 266
5.	Total of Item (1+2+3+4)		867655	867655
6.	Lump sum charges for uniform kit per month			
7.	Lump sum charges walkie-talkie and other instruments per month			
8.	Agency service charges per month (not to be less than TDS/WCT deduction)			
9.	GST 18%			
10.	Total Amount (In figures)			
Total Amount(per annum)Rs.				

Notes:

1. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
2. While quoting the rates, Contractor will duly take into account the EPF (12%+1%), ESI (3.25%) and statutory minimum wages applicable as on **22-10-2019**. If the price calculation shows that above provisions have not been taken into account, the tender may be rejected.
3. Service Tax for this kind of contract is exempted for educational institution like IUAC. However, in case the norms change or contractor has to pay, the same will be paid extra to contractor as per Govt. norms after submission of documentary evidence of depositing the same.

(Signature of the Bidder with official seal)

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

Date:

To
The Administrative Officer (S&P)
Inter-University Accelerator Centre
Aruna Asaf Ali Marg
New Delhi- 110 067

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

Tender Ref. No.: Tender No: IUAC/NIT/03/KM/2020-21/ Dated: 01/06/2020

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

Dear 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 27 (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)

