



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

NIT No.: CA/INS/350/18-19

Dated: 14.03.2019

Notice Inviting Tender (NIT)

Subject: - Tender for hiring manpower agency for providing security service on 24/7 basis for two years at IIT (ISM) Dhanbad campus and its other campuses.

Sealed tenders are invited for providing Security services at Indian Institute of Technology (Indian School of Mines), Dhanbad campus and its other campuses at other places from the government registered security agencies having experience of minimum of five years for managing security and intelligence services including a few armed guards of a large campus of technical / academic institutions preferably in CFTIs viz. IITs, NITs, IISERs etc., Central Universities, Central Govt. organization, Central Govt. PSUs etc. with minimum turnover of Rs. Ten Crore per annum and minimum one contract of 200 guards and above in last three years.

The tender document is available on IIT(ISM) website and CPP Portal. Tender documents may be downloaded from the institute's website www.iitism.ac.in or www.eprocure.gov.in.

The bids must be submitted in two-bid system (Technical Bid and Price Bid in the separate sealed envelopes kept together in a bigger sealed envelope). The **envelope-A** should be super scribed with **Technical Bid** containing tender documents complete in all respects along with all relevant supporting papers, Earnest Money Deposit of Rs. 15,00,000/- (Rupees Fifteen Lakh only) in the form of bank Draft in favour of "Registrar, IIT (Indian School of Mines), Dhanbad" and payable at Dhanbad. The firm registered with NSIC, Govt. Public Undertakings, MSME'S with valid Udyog aadhar No., SSI registered with NSIC, as manufacturer for the supply of the same category of item for which the party is submitting quotation will be exempted from submission of EMD. Exempted parties will have to give valid proof of registration along with their quotation. The **envelope-B** should be super scribed with Price Bid must contain only price bid as per specified format. The EMD must be in Demand Draft.

Tender Schedule:

Last date of Tender submission	23.04.2019 at 3:00 PM
Technical Bid opening Date	23.04.2019 at 4:00 PM
Pre-Bid	26.03.2019 at 4:00 PM

Price bid of only technically qualified bidders shall be opened. In this regard, decision of IIT (ISM) Dhanbad will be final and binding. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.

REGISTRAR



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TERMS AND CONDITIONS OF TENDER

(A copy of the complete tender document must be submitted with the technical bid, which should be duly sealed and signed by the bidder)

1. TENDERS ARE REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED COVER.
 - a) **TECHNICAL/COMMERCIAL DETAILS (i.e. ENVELOPE 'A'):-**
Registration certificate of the company, Labour licence, EPF/ESIC and GST Registration and number, last six months EPF Challan, Experience certificate, Certificate of turnover of Rs. 10 crore per annum for last three years, PAN number, IT return certificate of last three years, Earnest money in the form of demand draft, terms and conditions of the tender duly signed and stamped on all the pages **SHOULD BE SUBMITTED WITH FIRST COVER (i.e. ENVELOPE 'A')** along with EMD.
 - b) **2nd cover (i.e. ENVELOPE 'B')** should contain price Bid only. Price bids of only technically shortlisted firms shall be opened. In this regard, decision of IIT(ISM) will be final and binding.
2. The tenderer should enter the amount quoted by him in appropriate column of the tender document only. The tender is liable to be cancelled in case any wrong entry. There should not be any cutting /over writing in the rates quoted. Both figure and words may be used for submission of quotation.
3. For security tender, the approximate number of security personnel and other requirements needed by the Institute is given below:-

(i)	Security Supervisor	12 Nos.
(ii)	Trained Civilian Security Guard (It may include 9 Female Security Guards)	210 Nos.
(iii)	Trained Armed Guard	03 Nos.
(iv)	Walkie Talkie	25 Nos.
(v)	Patrolling vehicle - (Tata Sumo/Bolero/Scorpio)	24x7
(vi)	Driver (skilled) for patrolling vehicle	03 Nos.

Note: (the above-mentioned manpower may be increased or decreased as per need of the institute)



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4. The tenderer should deploy adequate number of personnel so as to cater the need of IIT(I.S.M.) for round the clock service with provisions of adequate monitoring and supervision, preferably with modern gadgets, such as mobile phone/walkie - talkie etc.
5. If there is any need for regular extra Man-day, the payment will be made on pro-rata basis as per the quoted rates/ minimum wage.
6. No handicapped, medically unsound security guards shall be engaged by the firm.
7. The contractor shall be responsible and liable for the following provisions for the security guards engaged by them:
 - i) Insurance benefit as per the labour laws of the state of Jharkhand notified by the Govt. of India.
 - ii) Medical expenses for any injury, first aid etc.
 - iii) Family benefit and amenities: - As per the laws of the central Govt. labour law rule.
 - iv) Accident benefit: - As per the laws of the Central Govt. labour rule.
 - v) Any type of compensation: - As per the law of the Govt. of India.
 - vi) Death on duty: - compensation as per the laws of the Govt. of India.
8. The security agency shall be solely liable for any penalty which may be imposed by labour court for violation of any labour law.
9. Full security uniform of appropriate color and style, with leather belt, cap line yard, whistle, boot, torch, lathi, bhalla, register etc. as required by the security personnel should be provided by the firm at their own cost.
10. The agency should provide a vehicle (Sumo/Bolero/Scorpio) for the purpose of patrolling duty regularly and any other emergency duty if needed. A penalty clause of Rs.5000/-per day will be deducted from the service provider's bill if patrolling vehicle with Driver not available for the duty at any point of time. The vehicle should be in good condition with valid Registration, road tax and upto date insurance coverage etc. The driver deployed for this purpose should have valid driving license. The duty of the driver should be of 8 hrs. daily. The maintenance charges of the vehicle and cost of the Diesel, Mobil oil etc. shall be borne by the agency. The Vehicle will run approximately 1000KM per month. It may go up based on the needs. During any technical breakdown/Servicing of vehicle, a replacement vehicle has to be provided by the Security Agency immediately.



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- a. The Agency should provide 25 Nos. of Walkie-Talkie for communication (Covering entire campus). A penalty clause of Rs.100 per day per hand set will be deducted from the bill, if the Walkie-Talkie Hand Sets are not provided for communication by the Agency.
11. Performance of contractor shall be continuously inspected and monitored by IIT(ISM) officials deputed for the purpose. If at any time, the performance of the contractor is not found satisfactory, the IIT(ISM) reserves the right to terminate the contract during its validity period without assigning any reason.
12. Selected contractor will have to sign an agreement with the IIT(ISM) for such work, failing which earnest money will be forfeited. Documentary evidence for submission of EPF/ESIC/GST will have to be submitted by contractor within 60 days of the commencement of the contract regarding enrolment and payment of contribution against the personnel deployed by him, failing which the bill may not be admitted for payment. Any incentive/benefit/scheme of the government or any agency will be passed on to the Institute.
13. The character and antecedent of each and every security personnel deployed in IIT(ISM) should undergo police verification and the agency should provide such police verification report in respect of security personnel deployed on individual basis to IIT(ISM). The list of all the security personnel along with their signature and recent photograph must be submitted before commencement of the contract.
14. The security personnel deployed should be professionally trained and sound in health, having good physique and preferably below 40 years of age. They should be trained to handle and make best use of various types of **fire fighting and safety equipment**. They should also be able to perform personal bodyguard duty, VIP duty, etc. The Security Supervisor should carry out patrolling duty every day in and around the campus of the Institute and make observation on any breakage of boundary wall, unauthorised access of hawkers or any other undesired persons in the campus and bring these to the notice of the Senior Security Officer.
15. The agency shall have to arrange ceremonial parades on 26th January and 15th August in the institute premises by the Security personnel deployed at IIT(ISM) at no additional cost. The contract agency should also ensure patrolling duty in residential areas as and when required at no extra cost.



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16. IIT(ISM) will provide barrack type accommodation to the security personnel subject to payment of Rs. 5000/- (Rupees Five Thousand only) per month as license fees and Rs. 600/- (Rupees Six Hundred only) per month as water charge and electric charges as per actual consumption at prevailing rates for the total accommodation. A separate meter shall be provided by the Institute in the said accommodation. The above charges are subject to revision from time to time as decided by Competent Authority.
17. A formal agreement shall be made and the same will be valid initially for a period of two years extendable to further period of one year on satisfactory services subject to approval of the competent authority.
18. The contract agency will have to submit Performance Security or Performance Bank guarantee of Rs. 40,00,000/-(Rupees Forty lakh only) as security deposit for performance guarantee before commencement of the contract for the entire period of contract.
19. The contract agency shall be liable for payment of wages in accordance with the instructions issued under minimum wages act as per Govt. of India & any further amendment/changes, all other dues under various labour regulation and other statutory provisions to all security personnel deployed by them in IIT(ISM). All such payments to the personnel deployed by the agency should be made through e-transfer/NEFT/RTGS in Bank Account only and the agency will be responsible for opening of savings accounts for all such personnel deployed.
20. The security agency shall furnish a solvency certificate of an amount not less than Rs.5 Crore (Rupees Five Crore only) issued by a nationalized bank within the last one year.
21. In case of any theft or loss of Institute's property from the areas covered under security surveillance, the responsibility will be fixed on the agency and 75% of the cost as liquidated damages will be recovered from the bill of the agency by the institute.
22. The tenderer shall have to abide by the terms and condition, besides those given above as per the order of the Competent Authority.



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23. The selected tenderer will submit valid license regarding engagement of security personnel for watch & ward of the Institute properties form the Regional Labour Commissioner, Ministry of Labour, Govt. of India, Dhanbad.
24. The tenderer should assure by producing valid document that they are registered under the contract labour (Regulation & Abolition) Act 1970 and as amended thereafter.
25. Income Tax/GST will be deducted at source from all monthly bills as per the prevailing tax law.
26. The tenderer should satisfy all statutory requirements such as labour licence, Insurance, Income tax deductions, GST etc.
27. The contractor should also have a valid license to engage in the business of Private Security Agency in the district/state of Jharkhand issued by the Home Department, Govt. of Jharkhand as per their notification No. 5 Security (07)-03/2009-4892 dated 26.11.2010 under section 7 of Jharkhand Private Security Agency (Regulatory) Rules, 2010 amended from time to time. The contractor should attach a copy of the above mentioned license as proof along with the tender documents.
28. The application, while quoting the administrative/Service and other charges in price bid must comply with the Department of Expenditure's O.M. No. 29(1)/2014-PPD dated 28.01.2016 which states that if a firm quotes 'Nil' administrative charges the bid shall be treated as unresponsive and will not be considered. The service charge quoted by the bidders should be in over and above Zero percent. Further zero percent includes all derivatives of zero upto 0.9999 and thereof as per Ministry of Commerce & Industry letter No. 31/14/1000-2014-GA dated 17/09/2014.
29. The lowest quoting firm (L-1) will be selected on the basis of lowest financial bid. In case more than one & firms quote come L-1 then the firm having higher technical score will be selected. Technical score will be calculated in the following manner-
 - a) **Turnover-**
 - i)>Rs. 10crore up to Rs. 50crore – 15%
 - ii) >Rs.50 crore up to Rs.100 crore – 30%
 - iii) Above Rs. 100 crore- 45%

b) Number of Guards & Supervisors on roll of the Firm –



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- i)>300 up to 1000-15%
- ii)>1000 up to 10000-30%
- iii)>10000-45%

c) Value of work award in the last 3 years – The Firm having single work award of maximum value will be given 10%. This value will be calculated on the basis of proof (work award with completion certificate) enclosed during submission of tender. No additional document will be accepted later on.

d) ISO certification – 10 marks

- | | | |
|------|----------------------------|----------|
| i) | ISO 9001:2008 | 05 Marks |
| ii) | ISO 9001:2015 | 12 Marks |
| iii) | ISO 9001:2008 plus SA 8000 | 15 Marks |
| iv) | ISO 9001:2015 plus SA 8000 | 20 Marks |

30. The Institute reserves the right to accept or reject any or all tenders without assigning any reason.
31. IIT (ISM), Dhanbad reserves the right to alter / add/ modify the contents / terms & conditions of the tender at any stage. Any such corrigendum will be published on its website/CPPP only.
32. All disputes/Court cases in this regard will be dealt within the Dhanbad jurisdiction.

Quotations are to be submitted in a sealed cover superscribing “NIT No.: CA/INS/350/18-19, dated: 14/03/2019” and should be submitted to **The Assistant Registrar (Purchase & Stores), Indian Insitute of Technology (Indian School of Mines), P.O. – I.I.T. (I.S.M.) Dhanbad – 826004 (Jharkhnad)** on or before the scheduled date & time.



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Technical Compliance Sheet (ENVELOPE 'B')

(to be submitted with Technical Bid on the letter of the bidder)

Sr. No.	Description	Yes/No	Enclosure No.
1.	EMD (Rs. 15,00,000/-) in Demand Draft		
2.	Registration certificate of the Company		
3.	Labour Licence		
4.	EPF Registration and No. (Attach Reg. copy)		
5.	ESIC Registration No. (Attach Reg. copy)		
6.	GST Registration No. (Attach Reg. copy)		
7.	Latest submitted EPF Challan copies (min. 6)		
8.	a. Experience certificate(Min. 5 years) b. Experience of at IITs, Central University etc		
9.	Certificate of turnover of Rs. 10 Crore per annum for last three years as per Annexure I		
10.	PAN number		
11.	IT return certificate of last three years		
12.	Solvency certificate of an amount not less than Rs.5 Crore issued by a nationalized bank within the last six months.		
13.	Valid Licence to engage on the business of Private Security Agency in the district/State of Jharkhand issued by the Home Department, Govt. of Jharkhand as per their notification no. 5 Security (07)-03/2009-4892 dated 26.11.2010 under section 7 of Jharkhand Private Security Agency (Regulatory) Rules, 2010.		
14.	Documentary proof of minimum one contract of 200 guards and above at Technical Institution, Govt. Organisation, PSU.		

Term and condition of the tender should be duly signed and stamped by the tenderer.

Seal & Signature of the bidder with date



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ANNEXURE-I

Form for Financial Capacity

Description	Financial Years		
	2014-15	2015-16	2016-17
Annual Turnover			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenues			
Profit Before Taxes			
Profit After taxes			

Seal & Signature of the bidder with date



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PRICE BID (ENVELOPE 'B') (On the letter head of the bidder)

To,
The Registrar
IIT(Indian School of Mines)
Dhanbad-826004

Ref: - NIT No. CA/INS/350/18-19, dated – 14.03.2019

Subject: - Hiring of Security Agency at IIT(I.S.M)

Sir,

We hereby submit our price bid for the security Services at IIT(I.S.M) Dhanbad against the above tender notice.

Services and Manpower to be provided	Wages/Charges to be quoted per day
Wages as per prevailing rates has been mentioned below just to decide L-1. EPF/ESI/Bonus etc. not included here and shall be payable as per GOI norms.	
1.Security Supervisor- 12 Nos. per day (Wage per day @ 679)	Rs. 8148.00
2. Trained Civilian Security Guard – 210 Nos. per day (Wage per day @ 617)	Rs. 1,29,570.00
3.Trained Armed Guard – 03 Nos. per day (Wage per day @ 679)	Rs. 2037.00
4. Driver – 03 Nos. per day (one in each shift) (Wage per day @ 617)	Rs. 1851.00
5. Patrolling vehicle (24 hrs.) per day rate	Rs.
6. Walkie-Talkies -25 Nos. per day rate	Rs.
TOTAL (1to6) 'A'	Rs.
7. Consolidated Service Charge on 'A' in percentage %
8. Consolidated amount of Service Charge to be calculated on 'A'. (% Service Charge x A) 'B'	Rs.
GRAND TOTAL ('C' = A+B)	Rs.

L1 will be decided on the basis of GRAND TOTAL i.e. 'C'

All the terms and condition of the tender including amendments / corrigendum and the purchase order are acceptable to us.

Seal & Signature of the bidder with date