
	सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रुड़की रूड़की-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	Material Management Section Indian Institute of Technology Roorkee-247667 (Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	
	GSTIN-05AAALI0033R422		
	PAN-AAALI0033R		

निविदा प्रलेख / Tender Document

No. 2024250794/MM-5/IITR/2024-25/Outsourcing of Security S/SECURITY/774

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

17-Mar-2025

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/authorized supplier/dealer for the following items. **Manual bids will not be accepted.**

वस्तु की तकनीकी विशिष्टताएँ / Technical Specifications of item:

Sr. No	Name of item / Specifications	QTY	UOM
1	Outsourcing of Security Services at the Indian Institute of Technology Roorkee	1	Job
(For Detailed Technical Specification Plz refer Annexure-V)			
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।			
Note-1: Please quote the Rate & Taxes of the item separately.			
Note-2: E-way bill is to be issued by the Venders/Transporter			
Note-3: The HSN / SAC Code of the item must be mentioned.			
For Reasonability of Rates, The firm must enclose the last two supply orders for the same item with Financial Bid (Annexure-III) only.			
Critical Date Sheet			
1	Published Date	17-Mar-2025	(17:00)
2	Bid Document Download / Sale Start Date	17-Mar-2025	(17:30)
3	Seek Clarification Start Date	17-Mar-2025	(18:00)
4	Seek Clarification End Date	20-Mar-2025	(16:00)
5	Pre Bid Meeting Date	Not Required	Not Required
6	Bid Submission Start Date	21-Mar-2025	(15:00)
7	Bid Submission End Date	7-Apr-2025	(15:00)
8	Bid Opening Date	7-Apr-2025	(15:30)

Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना / Submission of Bids:
The bids should be submitted online in two parts –
 - 1 (i) The Technical Bid (Annexure-I, II, IV & V) with EMD and Tender Acceptance Letter
(ii) The Financial Bid (Annexure-III) & Price Bid in .XLS Format
Rates in .xls format will only be considered for Financial evaluation & further processing.
 - 2 The bids should be on official pad preferably with GST Number of the firm

- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of financial opening.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.

C. विधि निक्षेप/ Earnest Money Deposit (EMD):

The Technical Bid should accompany an EMD of value Rs. 30,00,000/- (Rupees Thirty Lacs only) which should be deposited online into below mentioned account.

Details of IIT Roorkee Bank Account:

Account Name: NON MHRD GOVERNMENT FUND IIT ROORKEE

Account No.: 00000032685865515

Bank Name: STATE BANK OF INDIA

Branch Address: IIT ROORKEE, ROORKEE

IFSC Code: SBIN0001069

MICR: 247002094

The Bidder will have to fill EMD details & provide the tender reference number in the narration/remarks while doing the payment as per quoted items and share the receipt of the same in pdf on CPP Portal (<https://eprocure.gov.in/eprocure/app>). The qualification in Technical bid will be subject to the submission of EMD in above mentioned account within schedule date and time as mentioned in the NIT. IITR shall not be responsible for any delay in submission of EMD.

In case the EMD is not received in above mentioned account within the aforesaid period, the bid will be out rightly rejected.

Exemption on submission of EMD will be given against valid MSME/NSIC certificate under service category.

The earnest money shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract. EMD shall be refunded to the successful firms on receipt of PBG/Security Deposit. No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

D. निष्पादन बैंक प्रत्याभूति/ Performance Bank Guarantee (PBG):

As a contract security, Contractor shall be required to furnish a Performance Guarantee in the form of Bank Guarantee or Pledged FDR for an amount of Rs. 45,00,000- (Rs. Forty Five Lacs) from any Nationalized Bank, in favour of "The Registrar, IIT Roorkee" within 30 days time from the date of work order. The Performance Security should remain valid for a period of sixty days (60) beyond the date of completion of the Contract. It shall be the guarantee for the faithful and due performance of the contract by the Agency in accordance with the terms and conditions specified in this contract. No interest shall be claimed by the agency on the PBG submitted.

E. बोलियों का खोला जाना/ Opening of Bids:

- 1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-**Plz refer Critical Date Sheet**
- 2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>))
- 3 Representatives of the firms(s) may be present at the time of openings, if they so desire.

Chapter-2 : Conditions of Contract

F. ठेका देना/ Award of Contract:

The final selection of the bidder for the award of the contract will be completely based on weightage/merit system amongst the Technically Qualified Bidders. Please refer bid evaluation procedure.

Prices of optional item will not be considered to identify lowest price bid.

G. पूर्व-आपूर्ति निरीक्षण/ Pre-supply Inspection:

- Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.
- H.** वस्तु की आपूर्ति / Supply of Item:
- The whole supply as per order shall have to be completed within the time mentioned in the order failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for supply of the material in good condition.
- I.** भुगतान की शर्तें / **Payment Terms:**
- A.** **Payment in INR for supply of goods:**
Please refer Annexure-V
- B.** **Payment in INR for AMC/Service:**
Quarterly/Halfyearly after satisfactory completion of work/service duly certified by the H.O.D./P.I.
- J.** **दंड/Penalty:**
Please refer Annexure-V
- In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.
- K.** **अप्रत्याषित घटना/Force Majeure:**
For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.
- L.** **मध्यस्थता / Arbitration:**
If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work Order, which may be issued to the qualified and successful tenderer subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/ Work Order.
- M.** **बोली अस्वीकृती के लिए मानदंड / Criteria for bid rejection:**
- 1 If technical bid found without the required undertaking (Annexure-II), EMD & Self Certificate (Annexure-IV)
 - 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 3 Canvassing in any form will result to disqualification.
 - 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
 - 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
 - 6 If financial bid is found along with technical bid in pdf on CPP Portal, then the bid shall be rejected outrightly.
 - 7 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

Chapter-3 : Schedules of requirements

- N.** **टिप्पणी / Note:**
- 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
 - 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of all the specifications as per Annexure-V with the supporting catalogue/leaflet of the firm. Annexure-I, II, & IV have to be submitted with Technical Bid and Annexure-III with financial bid.
 - 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
 - 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
 - 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
 - 6 The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
 - 7 The decision of the institute in all matters relating to eligibility, acceptance, rejection of the bid will be final and binding on the applicants.
 - 8 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.

- 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
- 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30PM of the next working day followed by the holiday.**
- 11 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
- 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
- 13 The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order. Also, the final requirement of each line item will be decided by the Institute at the time of placing the PO.
- 14 **Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.**
- 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
- 16 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
- 17 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
- 18 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**
Or
In Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M then it will be considered that the items/services will be provided free of cost.
- 19 **The bidder must quote the applicable GST appropriately in the price bid format provided i.e BoQ in .xls format. In case column of GST left blank, quoted 0, or inappropriate, then total quoted amount shows in column BB would be final inclusive of GST & other charges. The difference in GST amount payable – if any will be borne by the bidder. In this case, the basic unit prices will be suitably adjusted by the bidder – if required.**
- 20 **Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.**
- Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-IV)**
- 21 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

Chapter-4 : Specifications and allied Technical details

Plz. See Annexure- I, II, IV, V

Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))

Plz. See Annexure- III & Price Bid in .XLS Format

Chapter-6 : Contract Form

Purchase Order is used as Contract Form

Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders

Tender Acceptance Letter

*उप कुलसचिव (सामग्री प्रबंधन)
Deputy Registrar (MM)

***Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

For any Clarification regarding technical specifications of item Please Contact:

**Sh. K.S. Negi,
Security Office,
IIT Roorkee**

**Security Office,
IIT Roorkee**

**Ph. 9456338504
Email: so@security.iitr.ac.in**

तकनीकी बोली

विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है (अपने आधिकारिक लेटर हेड पर विक्रेता/फर्म द्वारा प्रस्तुत करने के लिए)

Detailed specification cum compliance report to be submitted with the Technical Bid
(to be submitted by the vendor/firm on its official letter head)

(For Detailed Technical Specification Plz refer Annexure-V)

Sr.No	Name & Required Specifications of Item(s)	Qty	UOM	Offered specifications of item(s) by the firm
1	Outsourcing of Security Services at the Indian Institute of Technology Roorkee	1	Job	
	Firm's Profile :			
1	Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached)			
2	E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C			
Note:	1. "offered specifications", should be filled up properly in the format provided as per Annexure-I.			
	2. Volume & Weight of the item should also be mentioned.			
	3. The HSN / SAC Code of the item must be mentioned.			

Signature: _____

Name : _____

Designation : _____

Seal of the Organisation

उपबंध / UNDERTAKING

Ref. No. No. 2024250794/MM-5/IITR/2024-25/Outsourcing of Security S/SECURITY/774
Dated:- 17-Mar-25

I/We hereby certify that we or Our OEM are not from such a country which shares a land border with India or, if from such a country, We are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.]" (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

Link of Order: [http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU) in the last three years.

Signature_____

Name_____

Designation_____

Seal of the Firm/Agency

Financial Bid

(to be submitted by the vendor/firm on its official letter head)

Ref. No. No. 2024250794/MM-5/IITR/2024-25/Outsourcing of Security S/SECURITY/774
 Date: 17-Mar-25

Rates :

Sr. No	Name of item / Specifications	Qty	UOM	Rate	Amount (INR Only)
				To be filled in .XLS sheet (attached)	
Total					
Grand Total Rs.					

1) Price of the items should be clearly mentioned if supplied Free of Cost.

Terms & Conditions:

- 1 Prices (quoted in Rs.): FOR Security Office,
IIT Roorkee
- 2 **Payment:** **Should be clearly mentioned, As per clause-I of tender document.**
- 3 Validity:
- 4 Delivery period:
- 5 Other charges:
- 6 **Warranty:**
- 7 Rejection: Equipment if found not as per the required specification would be rejected.
- 8 Penalty Clause: As per clause-J of tender document.
In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.
- 9 PBG: As a contract security, Contractor shall be required to furnish a Performance Guarantee in the form of Bank Guarantee or Pledged FDR for an amount of Rs. 45,00,000- (Rs. Forty Five Lacs) from any Nationalized Bank, in favour of "The Registrar, IIT Roorkee" within 30 days time from the date of work order. The Performance Security should remain valid for a period of sixty days (60) beyond the date of completion of the Contract. It shall be the guarantee for the faithful and due

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

Signature _____
 Name _____
 Designation _____
 Seal of the Firm/Organization _____

Details of Institute :

IEC CODE	0100000011	
AD CODE	0001069-2770325	S.B.I., IIT ROORKEE
	0303974-2770324	P.N.B. IIT ROORKEE

(to be submitted by the vendor/firm on its official letter head)

Self-Certificate for Local Content

Tender No.: No. 2024250794/MM-5/IITR/2024-25/Outsourcing of Security
S/SECURITY/774

Date: 17-Mar-25

We hereby certify that the items quoted by us against above mentioned tender no. has the local content as per below:

Local Content (in %):.....

Local Supplier Class:.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

The details of the location(s) at which the local value addition made/manufactured is/are as under:

- 1
- 2
- 3

We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

Signature:

Name:

Designation:

Seal of the Firm/Organization:

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Also, any modification on CPP portal in reference to below will be applicable. Therefore, for more details and update please refer CPP Portal (<https://eprocure.gov.in/eprocure/app>).

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the ‘my tenders’ folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under “My Space option” and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer. (if applicable)
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same. (if applicable)
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.

- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
- 21 If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – cppp-nic@nic.in.

Prequalification

- 1 An undertaking by the firm that it has never been black-listed in the last three years must be attached along with the Bid, failing which the Bid shall be rejected. (As per Annexure-II)
- 2 True copy of Permanent Account Number.
- 3 Details of GST along with a copy of certificate to be attached.
- 4 Submission of samples if required, for all items indicated in the NIT. The make of items proposed to be supplied should be indicated and submitted along with the techno commercial unpriced bid without indicating the pricing components.
- 5 Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the tender document are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender No. 2024250794/MM-5/IITR/2024-25/Outsourcing of Security S/SECURITY/774

Tender description:

Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender No.' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

~~ANNEXURE-I~~
~~XXXXXXXXXXXXXXXXXXXX~~

Of

Tender Document No.....

Dated: -

TECHNICAL QUALIFICATION CRITERIA

For

Outsourcing of Security Services

@

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(IIT ROORKEE)**

Kuldeep


CS



1) PROFILE OF ORGANISATION

1. Name of the agency as registered:

2. Postal address of the agency:

a) Telephone No. of the agency :

b) Fax No. of the agency :

c) Email Address of the agency :

d) Website address of the agency , if any :

e) Contact details of the authorized person

1) Name :

2) Address :

3) Telephone No. :

4) Fax no. :

5) Mobile no.:

6) E- Mail address :

f) Name of the authorized person (s) to sign the tender document on behalf of the bidding agency with designation and contact details: -

Name & Designation :

Telephone & Fax No. :

Email ID :

3. Status of the Firm/ Organization (Proprietary / Partnership/Pvt ltd.co./public ltd. Co. Government / Other (Support the documents) :

4. GST No. :

5. PAN No. :

6. Valid Labour License Certificate No. :

7. EPF& ESI No. :

9. Date of establishment/ incorporation / registration:

Signature

Name.....

Seal.....

1) Copy of below Registration certificates to be provided:

1	Establishment/ Incorporation / Registration	
2	Agency Registration no. (Agency must be registered under Company Act.)	
3	ESI & EPF Registration Certificate with city/state of registration	
4	Certificate of Incorporation	
5	PAN Registration (PAN)	
6	DGR Registration (if any)	
7	GST Registration.	
8	ISO 9001:2015, 14001:2015 & OHSAS 18001:2007 (certification should remain valid during the entire contract period from tender submission)	
9	MSME/NSIC valid registration certificate under relevant category (if any).	

2) Copy of below Licences to be provided:

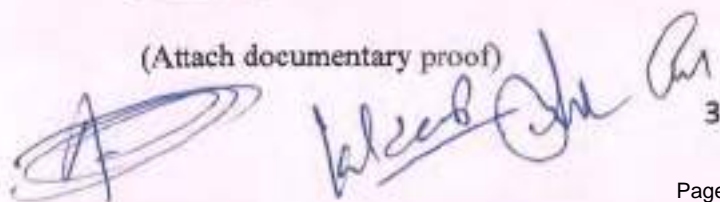
1	Copy of Valid Security License as per Private Security Agencies (Regulation) Act 2005.	
2	Valid Labour License for deployment of security personnel in the State of Uttarakhand & Uttar Pradesh.	
4	Copy of valid PSARA license at the time of submission of bid.	

3) Copy of Experience Certificate alongwith the performance certificate to be provided:

1	Experience certificate awarded to the bidding firm by different organization in support of their credentials with specific mention of service period. Minimum 150 guards (otherwise bids will not be considered) Performance certificate from at least two govt. / autonomous Govt. organisations/Government recognized NGO.	
2	At least 10 years of core experience is required in the area of providing security services clearly highlighted in the agreement copy (Minimum 2 years with 150 guards in Teaching and Research Institution-residential)	

4) Details of the Training Centres of the Agency and the syllabus of the training being imparted

(Attach documentary proof)

The block contains several handwritten signatures in blue ink. On the left, there is a large, stylized signature. In the center, there is a signature that appears to be 'Vijay Chandra'. To the right of this, there is another signature. Below the central signature, there is a small number '3'. There is also a circular stamp or seal on the left side of the block.

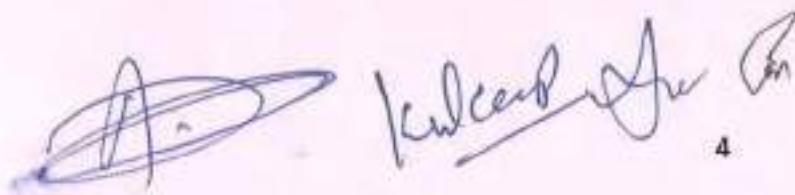
5) Details of equipment available with the Agency to undertake security services at IIT Roorkee Campuses.

1	Metal Detectors	
2	Surveillance Devices (optical / Listening)	
3	Communication Equipment	
4	Electronic/ Non-Electronic gadgets	
5	Crowd control devices	
6	Dog catching equipment	
7	Fire Equipment	

6. Total number of regular staff (office & field staff) employed by the Agency in Uttarakhand only:

Regular Employees	Officers (Nos.)		Non-Officers (Nos.)	
	Ex-servicemen with rank	Civilians	Ex-servicemen with rank	Civilians
Agency Office				
Field Staff				
Location* of field staff				

7. Names with qualifications (including professional qualifications) and experience of Senior Executives, Advisors and Consultants of the Agency. (Please attach Bio-data of key top officials & hierarchical structure of the company).



INSTRUCTIONS TO BIDDER

A. GENERAL

Indian Institute of Technology Roorkee (IIT ROORKEE), invites online bid from agencies for providing Security Services for its IIT ROORKEE premises located in Roorkee, Saharanpur, GNEC, Noida. Online Quotations under two bid systems are invited from Experienced Contractors for the following services:

1. Scope of Service:

Hiring services of able bodied trained manpower with full exposure to render the job of a security personnel of different rank from any registered agency/ company registered with the licensing authority of the said state/ states to render security service at IIT Roorkee:

Scope of Work: To safeguard life and property of IIT ROORKEE within its enclave area, by deploying trained manpower of different ranks as mentioned below:

- i) **SECURITY MANAGER OR UNIT MANAGER (SECURITY)**
- ii) **SHIFT IN-CHARGE**
- iii) **SUPERVISOR**
- iv) **GUNMAN**
- v) **SECURITY GUARD (Ex-Servicemen)**
- vi) **SECURITY GUARD (Civilian)**

(Preferably ex-service men with diploma/certificate in fire and safety)

Qualification of Bidder:

- a. The bidder who have experience in providing security services in prestigious, Govt./Public sector/ reputed organization/ offices for a period of not less than 10 (Ten) years shall only be considered with deployment of minimum 150 guards per year, per contract (otherwise bids will be disqualified)
- b. The bidder should hold private security license/labour license under the Private Security Regulations Act, 2005 and should be thorough about the clauses of the Private Security Agencies (Regulation) Bill, 2005 and any amendment thereafter.
- c. The bidder should hold valid PSARA license should be valid at the time of submission of bid.
- d. An undertaking backed by documentary evidence as to adequacy of working capital for this contract to meet at least three months' gross bill amount linked to credit and availability of the financial strength.
- e. The bidder should be registered with the authority of EPF, ESI and GST, other statutory bodies as required.
- f. Neither Joint ventures are not permitted nor any franchisee arrangement of the security service by any local party on behalf of the principal.

- g. The Agency should not have any political affiliation. A notarized affidavit by the firm that it has no political affiliation must be attached along with the Bid, failing which the Bid shall be rejected.
- h. The agency must quote service charges strictly in accordance with government regulations. Any bid that does not comply with these rules will be rejected.
- i. Any subletting, third party arrangement to provide the services is not acceptable.
- j. The Agency should not have been black listed or suspended in the last 3 yrs by any Govt. /Public Sector undertaking/ University /Institution /Govt. Hospitals etc. A notarized affidavit by the firm that it has never been black-listed must be attached along with the Bid, failing which the Bid shall be rejected.

B. CONTENT OF THE TENDER DOCUMENT

1. The Technical bid should contain the following documents and copies:
 - i) Complete Tender Document (duly signed with stamp by the bidder).
 - ii) The annual turnover details for the last 3 years (2021-22, 2022-23, 2023-24) with documentary evidence i.e. Profit & Loss Account Statement/Income Expenditure Statement, Balance Sheet with supporting schedules, if any, etc. duly certified by the Chartered Accountant along with the Income Tax returns for said year above.
The average annual financial turnover of the bidder in relation Security services during the last three financial years, ending 31st March, 2024, should be at least Rs. 20 crores.

Year	Amount (value in Crores)
2021-2022	
2022-2023	
2023-2024	

Note: The financial turnover in partnership of more than one firm will not be accepted.

- iii) Addresses with Telephone Numbers of the Regional Offices of the Agency in the country preferably Uttarakhand, Uttar Pradesh & NCR Delhi if any.

Note: The agency should also ensure that on awarding the contract a senior official will have to be posted in the campus on its own cost to address the grievances of their workers and for co-ordination with the officials of the concerned department of IIT Roorkee.

- iv) Details of office or offices outside India and / or foreign collaboration with any Security Services Company registered outside India, if any



Handwritten signature and stamp, likely of the bidder, with the number 6 written below the signature.

- v) Details of at least five major contracts (more than 150 security personnel) handled by the bidder (currently in hand or handled in the recent past) preferably in residential teaching Institute in the following format (documentary evidence of major contracts must be annexed in below format)

Sl. No.	Client details with address, Tel., Fax, e-mail	Contract Amount (in lacs/year)	Duration of Contract (Dates)	Total Man Power deployed	Whether residential teaching Institute Yes/No
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Note:(1) All the pages and appendices attached should be numbered and signed by the bidder.

- (2) All entries in this form should be duly filled. No overwriting is permitted. All unavoidable overwriting / cuttings must be duly signed and sealed by the bidder.

 belceb 

2. Transfer of BID Documents/BIDS

Transfer of BID DOCUMENT purchased by one Bidder to another is not permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, EMD shall be forfeited.

3. Signing of Contract

The successful Bidder shall be required to execute a CONTRACT AGREEMENT on a Non Judicial Stamp Paper within 21 (Twenty-one) days of the issue of the LETTER OF WORK ORDER. In the event of failure on the part of the successful Bidder to sign the CONTRACT within the above stipulated period, the EMD shall be forfeited and the work order shall be considered as cancelled.

4. The bidder has to ensure that on awarding of the contract the agency has to open the ESI & EPF account at Dehradun (Uttarakhand) only.

C. DEFINITIONS

- a) The 'INSTITUTE' shall mean Indian Institute of Technology Roorkee, with its premises located at Roorkee, Saharanpur Campus and GNEC, Noida and shall include its authorized representatives, successors and assignees.
- b) The 'CONTRACTOR' shall mean the person or persons, firm, agency or company or corporation or consortium of firms or companies, whose BID has been accepted by the Institute and includes the Contractor's legal representative, his successors and permitted assignees.
- c) The 'BID/TENDER' shall mean the proposal/offer along with supporting documents, submitted by the Bidder for consideration by the Institute.
- d) The "BID/TENDER DOCUMENT" shall mean the documents issued by the Institute to prospective Bidders, containing various terms & conditions, scope of work, other requirements, instructions etc. for the Bidder to prepare their BIDS/TENDER, for submission to the Institute.

The BID documents shall include the above and all addenda/corrigenda/amendments issued by the Institute.

- e) The 'LETTER OF ACCEPTANCE OF BID' shall mean an official invitation from the Institute to successful Bidder to the effect that his/their BID has been accepted in accordance with the provisions contained therein.
- f) The 'WORK' shall mean and include all works to be executed, all items and things to be provided/done and service and activities to be performed by the CONTRACTOR in accordance with the contract.
- g) The 'CONTRACT' shall mean the agreement between the Institute and the CONTRACTOR, duly signed by the parties to the Agreement, through their authorized representatives, for the execution of the work included in the BID DOCUMENT, LETTER OF ACCEPTANCE OF BID, agreed variations to the BID DOCUMENTS if any, SCHEDULE OF RATES and other relevant documents submitted by the Contractor and as accepted by the Institute.

- h) The 'MONTH' shall mean the Calendar month according to the Christian calendar. 'DAY' unless herein expressly defined otherwise, shall mean Christian calendar day of 24 hours.
- i) Last three financial year means 2021-22, 2022-23 and 2023-24 respectively.

D. GENERAL TERMS AND CONDITIONS:

The IIT Roorkee Campus has multiple entry/exit points. It also provides access to another two organizations (CBRI & NIH) through its campus (Map of the campus is enclosed). The Institute wishes to award the security contract to an agency/company hereinafter referred to as "Agency" on the following terms and conditions:

1. The security guards should be posted at the following places:
IIT Roorkee, Saharanpur, GNEC, Noida – for 24 hours in three shifts of 8 hours' duty each. They should prevent unauthorized entry of persons and encroachment if any by patrolling of surrounding area of IIT Roorkee campuses. Exact location will be decided by the Competent Authority later.
2. The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorised occupation of buildings and Institute land, encroachment, trespassing, removal of unauthorised hoarding and temporary/permanent shops, eve teasing, criminal acts, cattle pounding, grazing, stray dogs & other animals and any other unforeseen contingencies. The Agency will thus carry out duties such as checking of incoming and outgoing vehicles, control on visitors, removal of unauthorised persons from campus, checking of consignments, check errant trespassers, handing over of criminals to the local police, Assisting in fire-fighting operations, safeguarding of employees/students, buildings, equipment, stores etc. during peace and also during any strike by the employees & students unrest, normal preventive security measures, providing early warning & mobilizing trouble shooting elements in the Institute, to keep away the stray animals from the Institute Campuses and take the necessary security measures as deemed fit, for maintaining a calm and tranquil environment in the Institute. The Agency will maintain good liaison with the Institute administration, the local administration & the police for smooth and peaceful day to day working and congenial environment in the Institute campus.
3. The Agency shall provide complete, continuous, round the clock security as per the shift timings (three shift basis) decided by the Institute through deployment of security personnel as per the terms & conditions of the Contract to be signed by the Agency with the Institute.
4. Security Personnel at each gate will be equipped with owned metal detector at least one and gun man as per requirement of the Institute.
5. Maintain the fearless environment inside the campus. And if Institute feels that the Agency is unable to maintain then appropriate action will be taken by institute against the agency as deemed fit.
6. The Agency will impart training to the security personnel on regular basis.

7. Guards must wear the proper uniform, ID card, and security agency logo while on duty, along with a leather cane, whistle, torch, and other necessary items to perform their duties. No additional payments will be made for these items. Female guards will wear a kurta, salwar, and dupatta.
8. Security personnel (Gunmen and Security Guards) engaged by the agency below 50 years of age. The supervisors should preferably be ex-servicemen, where applicable and below 50 years of age or should have 5 years continuous service experience as a Security Guard. They will bear good personality, smart turnout, well dressed with neat & clean uniform and of sound health, physically fit and mentally alert.
9. No security personnel above the age of 60 should be employed at IIT Roorkee under any circumstances.
10. The security agency will produce medical fitness certificate for all their men while appointing security personnel at the time of first deployment and also to submit annual medical certificate for all security personnel every year to the institute.
11. The security service shall have a formal training centre to train their manpower on security related drill, in order to make them fit and employable as security personnel, except those drawn from the forces (Retired).
12. As per the Private Security Agencies (Regulation) Act 2005, character & antecedent verification of all security personnel should be carried out at the time of engagement of security personnel.
13. A copy of acquaintance along with a bank receipt of actual deposit showing the payment to each security supervisors, guards, gunmen etc. should be furnished to IIT Roorkee Office along with the monthly bill failing which payment will not be released.
14. The quotation must be very specific and shall not contain any evasive terms contrary to our terms and conditions.
15. Replacement to be provided within 24 hours from time of intimation as and when required during illness / absence of security guard.
16. IIT Roorkee shall have no responsibility, statutory obligation towards taxes, fees, as per applicable Labour laws, Govt. Rules & Regulations in force related to Salary, Statutory payments, ESI, EPF and bonus etc. for execution of the contract.
17. The agency/company/organization must follow the rates of wages for the particular Zone for security personnel as decided by Ministry of Labour and Employment, Government of India. Bidder not following this will be liable to be rejected.
18. Decision of IIT Roorkee will be final in the matter of withdrawal/removal of any of the Security personnel deployed by the Agency and shall be binding on the Agency and the Agency shall replace with such personnel at the earliest.

Even though the bidders meet the above qualifying criteria, they are subjected to be disqualified if, they have:

- a. made misleading or false representations in the forms, statements and attachments submitted as proof of the qualification of the bid and/or
 - b. Record of poor performance such as abandoning the Services, not properly completing the contract, inordinate delays in completion of work/ job, litigation history, or financial failures etc.
20. The Agency shall employ only adult trained staff with good health and sound mind for providing security services.
21. The Agency will be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the Institute from time to time.
22. The Agency should provide Identity cards to its staff. Any change of staff, should be informed in advance.
23. In case the property of the IIT Roorkee are damaged or defaced due to misuse or mishandling or carelessness by the Agency or his employees, the Agency will be liable to replace the item at his own cost or the Institute shall have the right to recover the loss from the Agency's monthly bill.
24. The Agency shall not appoint any Sub- Agency for the work assigned to him without the written permission of the Institute.
25. The Agency's staff will not be treated as the Institute's staff for any purpose whatsoever. The Agency shall be responsible for strict compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable to meet any penalty for non-compliance under relevant rules, enactment or related regulations for which Agency is responsible under the law.
26. The Agency shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. The Minimum Wages Act 1948, The Payment of Wages Act 1936, The Contract Labour (Regulation & Abolition) Act 1970 and as amended from time to time and all other labour enactment and all other laws and acts applicable at his own risk and cost in respect of all staff employed by him and keep the Institute indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc.
27. No payments shall be made by the Institute to the individuals deployed by the Agency under any circumstances.
28. Any dispute between the Agency and its staff under the Labour Law etc., will be the sole responsibility of the Agency.
29. The Agency will impart training to the security personnel on regular basis. The Agency will maintain a daily diary (register) wherein it will record all incidents related to the Security. The progress and follow up at the Institute level, and at the level of the Police/District Administration about these incidents will also be maintained by the Agency and a report will be presented every month to the security officer, IITR.
30. The Agency has to undertake the handling/Relocation of Stray dogs in legal frame works including vaccination and sterilization of all the stray dogs present in the campuses. This has to be done by arranging half yearly camps through some

Government approved NGO/Agency. The cost of the above program is to be borne by the Agency only.

31. The Institute reserves the right to delete any of the terms & conditions mentioned in the Tender Document and also to introduce / incorporate / add additional terms & conditions in the interest of the Institute at the time of Award of contract's notification.
32. The Agency shall not deploy any security personnel whose place of permanent residence is in Roorkee or adjoining villages of the campus, unless approved in advance by the Institute in writing before deployment. Before posting of the Security Manager/Shift's In-charge(s) and Security Supervisor(s), their bio-data shall be required to be submitted to the Institute to obtain its clearance for their posting well in advance.
33. The deployed security personnel must carry and display their identity cards. They should be registered with the local Police for verification of their past conduct, character antecedents and bonafides before posting. At the time of their first posting in the campus, Agency shall provide the following details about to the institute.

- | | |
|--------------------|-------------------------------|
| (i) Name | (v) Nearest Police Station |
| (ii) Father's Name | (vi) Past Security Experience |
| (iii) Age | (vii) Qualification |
| (iv) Address | (viii) Training Certificate. |

A security person will be deployed by the Agency after his verification is completed, and only after proper screening at the Institute level, conveyed in writing to the Agency by the Institute.


34. The deployed security personnel must necessarily be able to read, write & speak Hindi and preferably be able to read and write English also.
35. The deployed security personnel must have an impressive bearing, physically and mentally fit, sound and alert. A medical fitness certificate from the Government Hospital must be submitted by each security personnel at the time of posting. They shall also have to undergo a medical test for fitness as and when required by the Institute.
36. (i) The Agency shall be solely responsible for timely payment of salaries/wages, leave, rest etc. as per laws of the land to his security personnel and the Institute will not be responsible in any way in this regard. Security personnel will be the employees of the Agency and shall not be the employees of the Institute. The Agency shall ensure compliance of all government Rules including minimum wages, Acts and Regulations applicable to personnel employed by the Agency (Roorkee, Saharanpur & GNEC), as may be applicable from time to time. Under no circumstances any liability in respect of matters connected with employment will devolve on the Institute. Any dispute between the Agency and his Staff under the Labour Act will be the sole responsibility of the Agency.

- (ii) The Agency shall in no case pay its employees a monthly amount which shall not be less than the minimum mandated rates, as per the minimum wages Act. The payment should be made by cheque or online transaction and a record of that should be kept in a register, which may be examined by the Institute at any time. The agency is liable to open the UAN of each security person within three months of the award of contract on priority as that his accumulated fund may be shown against his account and UAN.
37. The Agency will ensure the payment of monthly wages (salary) to their security personnel by **7th day of each month** and claim the amount with supported documents i.e. attendance and payment both i.e. wages and statutory liability. It will not be linked with the payment of the agency claim paid by IIT Roorkee. The reimbursement of payment for the security services shall be made by the Institute monthly preferably within fifteen days of receipt of the bill for each calendar month, supported with the requisite document to establish carrying out of security work like daily attendance and other records, wages receipt and proof of depositing the statutory liabilities which shall be opened to scrutiny by the Institute. It shall be the responsibility of the Institute to ensure that regular and timely payment is made of the amount due to the Agency.
38. The expenditure on cartridges used for purpose of security related works will be reimbursed to the Agency by the Institute against actual use of the same. The Agency will keep a record of consumption of Cartridges, which will be open for scrutiny by Institute.
39. The Agency must provide pay-slip and proof for Provident Fund, ESI & other statutory payments (please refer BOQ), as admissible to each of their employees posted at IIT Roorkee campus, Saharanpur and GNEC Campus must issue a Passbook for the same in each month. It will also be mandatory for the Agency to give proof to the Institute every month that the Provident Fund contribution of each individual has been paid along with the salary claim for next month. The Agency shall also be responsible for proper insurance, ESI contribution payments etc to its employees. The Agency shall also be responsible for making a contribution (equivalent to the ESI contribution) towards a mediclaim policy in respect of those personnel who are not covered under any medical attendance scheme similar to those available to ex-servicemen such as treatment in military hospitals/ Ex-servicemen Contributory Health Scheme Centres etc. The Agency is also responsible for ESI cards to be granted within three months after verifying his family details.
40. The agency will be responsible for maintaining 05 under-vehicle inspection mirrors on the IIT campus.
41. The agency is responsible for providing 25 radio communication sets (walkie-talkie) for the IIT Roorkee campus at its own expense. These communication sets must be capable of ensuring clear and reliable communication across the entire campus, from one corner to the other.

GENERAL REQUIREMENTS:

1. The contract shall be awarded for one year initially. After satisfactory performance same may be increase for two years under same T&C by the Institute. The increase if any, in the minimum wages and their statutory charges will be proportionally incorporated in these charges on providing proof of such increase by the Agency.
2. The Agency shall undertake the security responsibility and security arrangements at the Institute campus which among others include all buildings including residence etc. installations, stores & go downs, schools, hostels, messes, gardens, play grounds, Institute land, clubs etc. and life of employees & their families as well as that of students (**Map of the Campus is enclosed**).
3. The security personnel must be physically fit, smart and well dressed with proper summer and winter uniforms (shirt, trouser, Monkey cap, jersey woollens, overcoat, raincoat, umbrella, shoe, belt, badges etc.) which shall be provided by the Agency at its own expense. The Agency shall be responsible for providing to its guards reasonably good and adequate clothing to face the climatic conditions at Roorkee, Saharanpur and GNEC Campus respectively while on duty, otherwise the Institute reserves the right to procure the same and provide them as a debitable expense. The Agency must issue one set of summer dress including two shirts to the Guards and the other staff every year, and one set of winter dress once for three years.
4. The security personnel should be well dressed and equipped with whistle, torches with cells and well-armed with leather cane, lathi and licensed fire arms (for Gunmen) which shall be provided to them by the Agency at its own expense.
5. The Institute reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/ notice, thereof.
6. The Agency shall be responsible for the proper discipline, unquestionable loyalty, cordial conduct and maintenance of decency & decorum on the part of the security personnel.
7. The Security Guards and Security Supervisors shall be required to work on three shift basis. No Security Guard/Supervisor will be permitted to perform duty in two successive shifts. The security personnel shall be required to perform eight hours of duty a day with one day as weekly rest. No security staff shall work for more than 26 days in a month or as specified by Labour Laws.
8. As and when required, the Agency shall deploy extra security personnel on demand by the Institute on payment at pro-rata basis.

9. The security staff deployed by the Agency will not join any union/association and shall have absolutely no claim for employment at the Institute or any other claim on the Institute.
10. The entire risk and liability regarding any damage, death or injury to the security personnel will be that of the Agency.
11. The Agency along with Institute shall undertake a periodic review and appraisal of the security arrangements and their impact on the campus environment, at least once a month.
12. The Agency will conduct regular drill (along with proof of document) parade/practice of the security personnel in order to maintain their physical fitness.
13. The Agency will provide the complete bio-data of its staff to the Institute for its perusal.
14. Periodical surprise checking of Agency staff will be made by the security officer/authority of the Institute for maintaining the efficiency but this shall in no way absolve the Agency of its responsibility.
15. Full control of the security staff provided by the Agency will rest directly with the Agency. The Institute's security staff will oversee the duties of the security staff who will deal with the Agency and issue necessary orders. The administrative control of the pvt. security personnel like pay and allowances, leave, uniform, transfer, appointments, terminations and replacement, discipline, loyalty, any legal issue and conduct etc. will rest with the Agency. All security personnel will be the staff of the Agency and in no case, any onus in any form or claim of any type for employment or regularisation etc. will rest on the Institute. The Agency will be solely responsible to protect the Institute against any such claim.
16. The Agency will ensure that the security guards are normally rotated within a period of six months. This will, however, not apply to the senior Officers-in-charge of the contingent in case they are doing satisfactory work.
17. In case the security arrangements are found unsatisfactory, in its absolute discretion, the Institute will have every right to terminate the contract with one month's notice, before the maturity period of the contract, without assigning any reason thereof. An appropriate penalty (**Annexure-C**) may be imposed on the Agency by the Institute authorities for unsatisfactory work or for any breach of the contract.
18. Subletting of the contract or any part thereof will lead to summary cancellation of the contract, and will make the Agency liable to punitive action by the Institute including forfeiture of the security deposit.

Handwritten signature and initials in blue ink, located at the bottom left of the page. The signature appears to be 'Kuldeep Singh' and the initials are 'KS'.

19. The Institute will provide an unfurnished office to the Agency on its campus and will also provide a suitable residence if available with a facility of telephone to the Security Manager of the Agency, on payment basis. It will be compulsory for the Security Manager to reside in this accommodation and under no circumstances any other security personnel shall be accommodated in this house. The Institute is not liable to provide any accommodation to any other personnel of the Agency on its campus.
20. The Security Manager of the Agency shall attend the meetings of the Security Committee as and when required by the institute.
21. The Agency will maintain a daily diary (register) wherein it will record all incidents related to the Security. The progress and follow up at the Institute level and at the level of the Police/District Administration about these incidents will also be maintained by the Agency and a report will be presented every month to the Institute
22. The Security Office/Security Control Room at SQCC Gate of the Agency will be manned by the Security Manager/Shift In-charge / Security Supervisor round the clock.
23. The use of drugs and liquor by the security staff deployed by the Agency is totally prohibited. Any security personnel found guilty on this account shall be immediately removed by the Agency from the Institute. Such a person will not be redeployed in the Institute under any circumstances.
24. Walkie-Talkie sets would be provided by the Institute to the Agency on the basis of requirement which will be worked out by mutual consultation.
25. The Agency shall take proper and reasonable precautions to preserve from loss, reduction, waste or misuse the areas of responsibilities given to them by the Institute and shall not knowingly lend to any person or company any of the effects or assets of the Institute under its control. However, the Agency will not be held responsible for the damages/ sabotage caused to the property of the Institute due to riots/mobs or any other events of force majeure whether or not of the same nature.
26. If the Agency fails to implement the assigned jobs or parts thereof or Standard Operating Procedures to the satisfaction of the Director of the Institute or any officer nominated by him, it shall be penalized by imposing appropriate fine.
27. None of the staff of the Agency shall enter into any kind of private work at different locations of the Institute during working hours or otherwise, failing which appropriate penalty (Annexure-C) shall be imposed without giving any notice.
28. The manpower proposed to be deployed by the Agency shall be subject to screening by the Institute, to ascertain their antecedents, suitability and skills. Before deploying a person in the Institute the Agency shall furnish complete particulars and obtain written approval of the designated officer of the Institute.

29. The Agency shall deploy trained manpower that has been trained in security related duties at the Agency's Training Centre, for a period of at least four weeks. The Training Certificate will be verified by the Institute, before any security personnel is allowed to perform duties in the Institute's Campus. The Agency shall also undertake at its own expense, in consultation with the Institute, a continual updating of skills and processes and procedure to be followed by the security staff provided to the Institute by organizing suitable training schedules for them. Fire Fighting and security training shall invariably be carried out every four months. The Agency shall also provide a tentative schedule/plan for training of its staff for the next one year along with the technical Bid.
30. The Bank Guarantee/ Pledged FDR provided by the Agency may be used by the Institute in case the Agency fails to pay its labour force or for any other default Or non - compliance on the part of the agency
31. The Agency must have a proper office and a properly run Training Centre in Roorkee. It should be a professionally run organization and not a garage operation. The Agency shall have proper standards and procedures of recruitment for security staff.
32. The agency to whom tender is awarded, must have single command office and control office in Roorkee or in district haridwar.
33. 08% of the total security guards may be asked for female guards having similar recruitment/training criteria.
34. The Agency will apply to the Labour Commissioner for obtaining a labour license for Uttarakhand and will submit a copy of license to the Institute within 30 days from the date of award of the contract
35. The Agency has to quote the estimated costs to undertake the job of vaccination and sterilization of stray dogs of the campus of minimum 100 dogs in a year by approved NGO/Govt. Hospital.
36. Timely submission of ESIC and PF Returns along with challans must be submitted to the Institute on monthly basis.
37. Disbursement of wages shall be displayed & a copy is to be sent to the Institute periodically. Copy of the payment advice sent to the bank for salary disbursement with bank's acknowledgement is to be submitted monthly to the Institute.
38. All statutory requirements concerning maintenance of records have to be adhered to.



Handwritten signatures and initials in blue ink, including a large stylized 'A' and the name 'Kuldeep'.

TERMINATION

- a. The Institute shall at any time be entitled to determine and terminate the contract for any cause including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to the Agency shall be issued giving 30 (thirty) days time for such termination without assigning any reasons thereof. No compensation will be paid on account of the termination.
- b. Termination of the contract shall not relieve the Agency from any of his obligation imposed by the contract with respect to the work performed by them prior to such termination.
- c. In case of termination of the contract, IIT Roorkee reserves the right to get the work done by deploying other Contractor/Agencies. Cost incurred for the above will be recovered from agency's bill/PBG/ pledged FDR.
- d. The Agency shall be wholly responsible for the payment of minimum wages. As and when the minimum wages rate is changed by the Central Govt. of India/Uttarakhand, the Agency shall pay the revised rate to his workers as on the date and shall apply for reimbursement of the expenditure by raising a bill. In additions to the monthly salary, the Agency shall also have to extend statutory benefits provided under Employees Provident Fund & Misc. (Prov.) Act, 1952, Employees State Insurance Act, 1948 and other benefits in terms of the applicable Labour Laws to its workers deployed in IIT Roorkee campuses. Failure to do so would liable to termination of the contract immediately.
- e. E.P.F., E.S.I. and Bonus elements are in accordance with prescribed rate on minimum wages. Payments of the elements like EPF contribution, ESI contribution (wherever applicable) would be paid for the previous month on production of authenticated document regarding deposition of statutory elements to appropriate authority and payment of Bonus to the eligible employees shall be paid first at appropriate time of a financial year and claim for reimbursement shall be made in the succeeding month. Failure to do so would liable to termination of the contract immediately.
- f. Any other statutory obligations as per the Contract Labour Act and other laws and acts not mentioned here are to be complied in due course of time. Failure to do so would liable to termination of the contract immediately.

The block contains several handwritten signatures and initials in blue ink. On the left, there is a large, stylized signature that appears to be 'A'. To its right, there is another signature that looks like 'Kuldeep'. Further right, there are some initials, possibly 'ER'.

PENALTY (Please refer Annexure-C)

- a. For poor and unsatisfactory performance, appropriate action as deemed fit shall be imposed on the recommendation of a committee duly, constituted by the competent authority of the institute and the decision of the committee shall be final and binding on the Agency.
- b. The Institute shall have the authority to impose penalty on the recommendation of the committee, on any Security personnel on duty found under the influence of any drug or intoxicants or found guilty of misconduct or found to claim false attendance and shall take such other action as may be deemed fit under the circumstances.

TAXES, DUTIES AND LEVIES

All taxes, duties, levies etc. imposed by the State, Central Government and local bodies in connection with this contract in force at the time of submission of BIDs shall be borne by the Agency.

SITE VISIT

The bidder is encouraged to visit and examine the nature and intricacies of the works and obtain all information from the Institute that may be necessary for preparing the bid and entering into a contract for execution of the Work. The cost of visiting the site shall be at the Bidder's own expenses.

EVALUATION AND COMPARISON OF BID

- a) Upon evaluation of technical bids as per the criterion described in Tender Document, the financial bids of technically qualified bidders will be opened.
- b) All the financial bids of the technically qualified bidders shall be opened at a later date about which all concerned bidders shall be notified in advance.
- c) All valid Financial Bids shall be opened on the notified date and time after declaring the result of Technical Bid.

DETERMINATION OF RESPONSIVENESS

Examination of Bids and Determination of Responsiveness

- i. Prior to detailed evaluation of Bids, the Institute will determine whether each Bid (a) meets the eligibility criteria (b) has been properly signed and stamp on all pages of the tender document by an authorized signatory.
- ii. A responsive Bid is one that conforms to all the terms, conditions and specification of the Bidding Document, without any deviation or reservation. Any deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Works; (b) which limits in any substantial way, the Institute's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting responsive Bids.

- iii. If a Bid is not substantially responsive, it will be rejected by the Institute, and may not subsequently be made responsive by correction or withdrawal of the non – conforming deviation or reservation.
- iv. The Institute will evaluate and compare only the Bids determined to be responsive.
- v. The Institute reserves the right to call the bidders for negotiations of rates, if situation arise.

MOBILISATION:

Before mobilisation/execution of the contract/agreement prior intimation and written confirmation from the Competent Authority of the Institute is required.

PAYMENT OF AGENCY'S BILL

- a. Monthly attendance Statement of security personnel is to be submitted in triplicate to the IIT Roorkee for certification and certified copy of the attendance statement should be attached with your monthly bill for payment. Attendance certificate must be countersigned by Professor In-charge Security/ Security Officer or any authorized person of IIT Roorkee.
- b. Agency shall put up its claim every month to the Institute only after payment of wages / salaries to the security personnel deployed at IIT Roorkee. The wages and salaries shall be paid within 7th day of every month. Thereafter, claim bill shall be submitted to IIT Roorkee. Details of PF deductions, ESI, etc. of the Security personnel deployed in IIT Roorkee by the Agency should also be attached with the monthly bills claimed for payment. However, the final payment shall be made to the Agency preferably within 15 days of the submission of bill after completion of all the obligations under the contract.
- c. Payments of final bill and security deposit shall be released only if it is accompanied by the proof of the following:
 - (i) Having paid due wages to all his workmen engaged on the job for the whole period of contract.
 - (ii) The last payment of the Company will be cleared by institute only after obtaining non- pending of any liability against the contract

ACCIDENT OR INJURY TO WORKMEN/SECURITY PERSONNEL

- a. The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract. The Agency shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.
- b. The gunman must have a valid arm license from appropriate authority to carry arm and performing duty with arm and ammunitions. In case of injury by firing, the concerned on duty gunman will immediately report to the Controlling Officer of the institute and the agency should take immediate necessary action

THEFT/DAMAGE TO PROPERTY

- a. That the entire responsibility for taking the necessary security measures for the security of the Institute shall be that of the Agency. In the event of laxity in duties or failure on this account or loss or any theft or damage sustained, the same shall be investigated by a Committee consisting of the Professor-in-Charge Security/Registrar, the Security Officer of the Institute and an authorised representative from the Agency Headquarters. In case it is established on conclusion of the said investigation that the laxity, theft or loss or damage has been caused either due to (a) negligence or dereliction of duty on the part of the Agency or of any of its employees; or (b) the deliberate action(s) of any Agency personnel; or (c) the active participation of any Agency personnel, the Institute will impose a penalty to be paid by the agency to the institute, as suitable and/or on actual value basis, on account of the loss to the Institute or the employee to whom the loss has been caused. The actual value of the lost or damaged item(s) shall be determined as on the date of loss or theft or damage, for the loss to be so indemnified. In all other cases of loss or theft or damage by the committee, the Agency shall consider making up the loss in each such case on merit, based on the decision of the above stated joint Committee. However, the lodging of a First Information Report with the local police will be the responsibility of the Agency on receiving the information from the institute/ the concerned aggrieved party. In case of individual/private property, it will be the responsibility of the said individual. Security Staff shall provide the help him for lodging of F.I.R.
- b. The Institute will deduct such amount from the Agency's monthly bills within two months from the date of occurrence of such happenings or as decided thereto. Nonrenewal of contract, lapse of contract etc. shall not debar the Institute in any form in claiming such amount or money as compensation for loss, damage of theft.

ARBITRATION

If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work Order, which may be issued to the qualified and successful tenderer subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/Work Order.

FORCE MAJEURE

- (i) For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other residents disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.
- (ii) If a Force Majeure situation arises, the Agency shall promptly notify the Institute in writing of such conditions and the cause thereof with documentary evidence. Unless otherwise directed by the Institute in writing, the Agency shall continue to perform its obligations under the Contract as far as it is reasonable.

SPECIAL CONDITION OF CONTRACT

1. **Manpower Guarding Hours/Duration of per shift per day/Location of Posting:**
Round the clock i.e. 24 Hours per day (Three Shifts of Eight hours each); regarding shifts and other working arrangements, Institute's decision will be final and binding on the agency. Competent Authority of IIT Roorkee has the right to take suitable punitive action if any lapses are found at the place of posting, which will have direct bearing on the performance of the Agency.
2. **Attendance Sheet:** To be maintained by service provider and required to be certified by the nominated person of IIT Roorkee for each shift. The "Time In" and "Time Out" of the security personnel should be clearly recorded for the employees in each shift.
3. **Identity cards & other requisite accessories for Security Guards, Gunman & Security Supervisors:**
Identity cards with recent photograph (one copy of which to be deposited in IITR – Roorkee office), torches, batten, umbrella, rain coat, shoes and other personal requirements of security guards, gunman & security supervisor as prescribed by IIT Roorkee will be provided by your agency at your cost. No security supervisor/guards/gunman will be allowed to attend duty without identity card, uniform and other requisites as mentioned above.
4. The Institute will provide a semi-furnished office to the Agency on its campus and will also provide a suitable residence with a Institute telephone to one resident Officer of the Agency, on payment basis, and this officer may be authorised to act on behalf of the agency in case of emergent circumstances. It will be mandatory for this Officer to reside in this accommodation and under no circumstances any other security personnel shall be accommodated in this house. The Institute is not liable to provide any accommodation to any other personnel of the Agency on its Campus. However, the Agency may request for such accommodation on payment of license fee/market rate (to be decided by the institute) for the consideration of the Institute.
5. A First-Aid Kit should be kept at every Check-point/Gate/Control Room of the Institute premises for any kind of immediate medical assistance.
6. Smoking, drinking and use of drugs by the security staff deployed by the Agency is totally prohibited. The Agency shall immediately remove from the Institute any security personnel found guilty on this account. Such a person will not be re-deployed in the Institute, under any circumstances.

Job Description:

- a. The Agency shall be solely responsible for safeguarding the safety and security of residents and equipment's of IIT Roorkee. The Agency has to abide by the relevant terms & conditions while discharging the duties as per norms of IIT Roorkee. The security personnel will keep close watch and control at all points of entry and exit including the location of posting, check all incoming and outgoing personnel and vehicles. Any negligence and lapses will make the concerned guard responsible and accountable and invite punitive action as will be deemed fit by IIT Roorkee.
- b. Services to be provided during the period of round the clock in three shifts of 8 hours each including Sunday and all Holidays.

- c. The security personnel to be deployed by the service provider must be properly trained. The Security Personnel should be strong & stout, not having any ill habits nor any communicable diseases. That the Agency will furnish a certificate stating that the security guards are trained and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability.
- d. That the Agency's staff shall be available all time at the place of their duties as per duty roster and they shall not leave their place of duty without prior permission of authorized Officer of IIT Roorkee.
- e. The Agency shall deploy the full contingent of the personnel all the time and shall maintain a list of the reserved security personnel to provide the replacement and supplement the strength.
- f. The names of the Security Personnel appointed / employed by the security agency shall be made known to the Competent Authority before commencing deployment in writing. Frequent changes in the manpower deployed will not be allowed, the changes will be allowed only with specific approval of the Competent Authority of IIT Roorkee.
- g. Guards should know the important telephone nos. of officials and police, fire brigade etc. The Agency should make necessary arrangements in all the check points.
- h. The outgoing material shall be thoroughly checked for supportive document, and the authorized signature shall be verified at the exit gate. The guard shall make relevant entries in the material outgoing register and endorse the supporting document with particulars of date, time, vehicle No. with office seal etc. Security personnel must retain the quadruplicate copy at the security office. Entry of any vendor to the Institute premises will be controlled by the Security Guard as per guidance of IIT Roorkee.
- i. No guard shall be deployed on double duty during consecutive duty timings.
- j. All Security personnel while on duty will come under the control of Security office IIT – Roorkee.
- k. Service provider should keep all firearms, cartridges, Guns etc. at their safe custody and at their risk and cost.
- l. In case of any complain against any of security personnel for misconduct, inefficiency, lack of physical fitness or any other ground, Competent Authority of IIT Roorkee has the right to ask for immediate replacement of such security personnel.
- m. Security personnel will maintain a register for the incoming & outgoing men & materials. No materials/equipment will be allowed to be taken out of the gate of the Institute unless accompanied by requisite gate pass duly signed by the authorized representative of IIT Roorkee.
- n. Agency's security personnel will keep close contact with local Police Station as and when required. The representative of the agency has to visit the Institute premises once in a week and brief about the happenings to the authority of IIT Roorkee for the smooth functioning

- o. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private security agency shall be employed or engaged as a private security guard or a supervisor.

SELECTION OF STAFF

- The Agency shall deploy the requisite number of literate, trained, smart, active and motivated security personnel of good character and sound health and preferably not more than 50 years of age in the case of Security Guards/57 years, in the case of Supervisory Staff, as per the security requirements of the Campus. The Guards should be minimum matriculates or equivalent and the Supervisors should be minimum graduates or of JCOs rank in the case of ex-servicemen. The Civilian Guards should have been imparted at least four weeks of security training or experience in security work of minimum one year. In case of fresh recruitment of guards, a three/four weeks training is mandatory before putting on job in IIT Roorkee Campuses. The physical and medical standards of all personnel should be as under:

(a) Height (minimum) – 5'-6" (165 cms)

5' - 4" (160 cms), in case of persons from the Uttarakhand state, Hill tribes and Gorkhas).

(b) Weight as per the Weight & Height Chart given below:

(10% of Variation on Either Side of Average Acceptable)

Height in cm.	AGE IN YEARS						
	18-22	23-27	28-32	33-37	38-42	43-47	48 & above
	Kg	Kg	Kg	Kg	Kg	Kg	Kg
160	51	53	55	56	56.5	57	57.5
162	52.5	54.5	56	57.5	58	58.5	59
164	53.5	55.5	57.5	59	59.5	60	60.5
166	55	57	59	60.5	61	61.5	62
168	56.5	58.5	60.5	62	63	63.5	64
170	58	60	62	64	64.5	65	65.5
172	60	61.5	63.5	65.5	66	66.5	67.5
174	61	63.5	63.5	67.5	68	68.5	69
176	62.5	65	67	69	69.5	70	71

178	64	66.5	68.5	70.5	71.5	72	72.5	
180	65.5	68	70.5	72.5	73	74	74.5	
182	67.5	69.5	72	74	75	75.5	76.5	
184	70	71.5	74	76	76.5	77.5	78	
186	70.5	73	75.5	78	78.5	79	80	
188	72	75	77.6	79.5	80	81	82	
190	73.5	76	78.5	80.5	81	82	83	

(c) Chest –

With expansion - 36" (80 cm)

6/9

Without expansion- 34" (75 cm)

6/12

(i) Eyesight –

Without glasses -

With glasses -

(d) No flat feet.

(j) No night blindness.

(e) No knock knees.

(k) No deafness.

(f) No noise from the chest while breathing.

(l) No skin disease.

(g) B.P. – 80/120 mm of Hg

(m) No known history of ailments.

(h) Heartbeat – 72 per minute.
drunkenness

(n) No known history of
or drug abuse.

2. The Security Manager/Unit Manager (Security) and Shift In-charge must be Ex-servicemen only. All the Gunmen should preferably be Ex-servicemen, and a minimum of **25%** of the Security Personnel deployed must be ex-servicemen. Failure to deploy the specified number of Security Guards, as stated in BOQ shall invite a penalty as per the contract to be signed between the Institute & the contracted security Agency.

FINANCIAL BID

Of

Tender Document No.

Dated: -.....

For

Outsourcing of Security Services

@

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
(IIT ROORKEE)**

 26 

Name of Work: Providing Security Services in IIT ROORKEE, Uttarakhand (Main Campus), Saharanpur Campus and GNEC, Noida on contract basis.

SCHEDULE OF RATE

Price should be quoted in terms of percentage of service charge in attached BOQ.

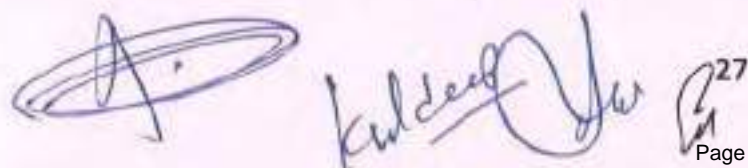
"BOQ" is to be used for submission of Financial Bid as per provided format.

N.B. :- Institute's liability is limited to the payment of applicable minimum wages as per applicable class.

Present Classification		
Sr. No.	Designation	Classification
1	Security Manager or Unit Manager (Security)	Without Arms
2	Shift In-Charge	Without Arms
3	Supervisor	Without Arms
4	Gunman	With Arms
5	Security Guard (Ex-Servicemen)	Without Arms
6	Security Guard (Civilian)	Without Arms

Notes:

1. The Agency may workout the requirement of the Security Personnel before proposed for Roorkee, Saharanpur & GNEC Campus to fill-up with justification (A separate sheet may be attached, if required.)
2. The Agency has to ensure to provide 6 trained certified dog-catchers at Roorkee campus. All these trained security persons will be within the existing sanctioned manpower as mentioned in the above tables. The numbers given in the BOQ are inclusive of extra manpower required for weekly rest and are subject to reasonable change, if needed.
3. The Guards deputed by the agency must be trained for traffic control.
4. The rate will be quoted on 26 days per month basis.
5. The actual execution of work will be as per the job requirement. However, the minimum requirement will be for eight hours.
6. The agency will provide a license from the Labour Commissioner (Central) located at Dehradun to engage such manpower as may be required, by the Institute for which Form V, will be provided by the Institute.



7. The payment for the security services will be based on the basis of certification given by the Prof.-In-Charge, Security and Security Officer of the Institute under whose supervision the job is executed. In case it is opined that job is not to the satisfaction of the Supervisor, the Agency will make suitable alternate arrangements.
8. As per Rule 173 of General Financial Rules, GFR 2017 if the firm quoted NIL Service charges. The bid shall be treated as unresponsive and will not be considered.
9. Any dispute between the Agency and its Staff under the Labour Laws etc, will be the sole responsibility of the Agency.



Annexure - A

Supporting & Additional Services (Optional: to be paid for separately, if any of the services under mentioned is availed. Rates to be provided by the Agency).

Rate/day

(a) Personal Security Guards (Armed/ Unarmed) : _____

(b) Drivers : _____

(c) Helpers (Un-skilled) : _____

SIGNATURE OF THE BIDDER _____

NAME OF THE BIDDER

DESIGNATION/SEAL OF THE BIDDER

ADDRESS _____

DATE:

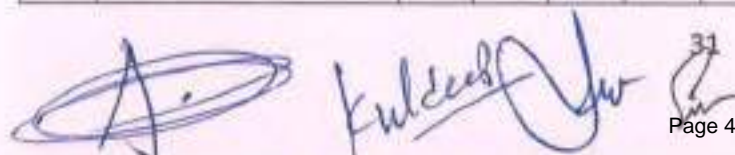
PLACE:



**REQUIRED DEPLOYMENT OF SECURITY PERSONNEL
AT FOLLOWING POSTS/AREAS IN IIT ROORKEE**

SL No	POST	SHIFT-1					SHIFT-2					SHIFT-3				
		MS	S I/C	SS	GM	SG	MS	S I/C	SS	GM	SG	MS	S I/C	SS	GM	SG
1	CONTROL ROOM															
2	PATROLLING/Q.R.T.															
3	JTB FRONT (MAIN BLDG)															
4	JTB REAR (MAIN BLDG)															
5	JTB REAR (JEE OFFICE)															
6	JTB GATE-A (LIBRARY PARKING)															
7	JTB TANK AREA															
8	JTB - THOMASON MARG															
9	GATE NO. 1 (SQCC GATE)															
10	GATE NO. 2 (CENTURY GATE)															
11	GATE NO. 3 (NIH GATE)															
12	GATE NO. 4 (SARASWATI KUNJ GATE)															
13	GATE NO. 5 (VIKAS NAGER GATE)															
14	GATE NO. 10 (VIKAS KUNJ COLONY GATE)															
15	GATE NO. 6 (SHEEL KUNJ GATE)															
16	GATE NO. 7 (BEG GATE)															
17	GATE NO. 8 (GP GATE)															
18	BHAWAN AZAD															

19	BHAWAN CAUTLEY																		
20	BHAWAN GANGA																		
21	BHAWAN GOVIND																		
22	BHAWAN JAWAHAR																		
23	BHAWAN KASTURBA																		
24	BHAWAN RADHA KRISHNA																		
25	BHAWAN RAJENDRA																		
26	BHAWAN RAJEEV																		
27	BHAWAN RAVINDRA																		
28	BHAWAN SAROJINI																		
29	BHAWAN A.N. KHOSLA GIRLS																		
30	BHAWAN M.R.C.																		
31	PQRS BLOCK (MARRIED STUDENTS)																		
32	GP HOSTEL (MARRIED STUDENTS)																		
33	NEW TEACHERS' HOSTEL																		
34	HIMGIRI TRANSIT ACCOMODATIONS																		
35	VIGYAN KUNJ BOYS																		
36	VIGYAN KUNJ GIRLS																		
37	N.C. NIGAM Guset HOUSE																		
38	KIH																		
39	LECTURE HALL																		
40	MULTI ACTIVITY CENTRE																		
41	CENTRE CONTINUING EUD.																		
42	CENTRE INSTITUTE HOSPITAL																		
43	CENTRE INSTITUTE COMPUTER																		



44	CENTRE INSTITUTE INSTRUMENTATION																		
45	CENTRE MG LIBRARY - I																		
46	CENTRE MG LIBRARY - II STUDY																		
47	DEPTT. ARCH. & PLNG.																		
48	DEPT. AHEC																		
49	DEPTT. BIOTECH																		
50	DEPTT. CHEMISTRY																		
51	DEPTT. CHEMICAL ENGG.																		
52	DEPTT. CIVIL ENGG.																		
53	DEPTT. COMPUTER SCIENCE & ENGG.																		
54	DEPTT. ELECTRONIC & COMMU. ENGG.																		
55	DEPTT. ELECTRICAL ENGG.																		
56	DEPTT. EARTHQUAKE ENGG.																		
57	DEPTT.EARTHSCIENC E																		
58	DEPTT. HYDROLOGY																		
59	DEPTT. MATHS/PHYSICS																		
60	DEPTT. MIED																		
61	DEPTT. MMED																		
62	DEPTT. MECHANICAL WORKSHOP																		
63	DEPTT. WRD&M																		
64	LAB TINKERING/ TIDES																		
65	SPORTS GROUND																		
66	SPORTS GROUND																		

67	CONVOCAATION HALL																		
68	T JUNCTION (NURSARY)																		
69	TRAFFIC CONTROL (E&C CROSSING)																		
70	TRAFFIC CONTROL (SAROJNI CROSSING)																		
71	DG POINT 120KL/UG(BEG)																		
72	BOAT CLUB																		
73	COLONY (Meera Market)VIKAS NAGAR AREA																		
74	COLONY RAVINDRA LOK/AMOD PATH AREA																		
75	COLONY VIGYAN KUNJ AREA																		
76	COLONY VIKAS NAGAR AREA																		
77	COLONY NITI NAGAR AREA																		
78	COLONY HILL VIEW AREA																		
79	COLONY CANAL VIEW AREA																		
80	COLONY SHIVALIK AREA																		
81	COLONY SARASWATI MANDIR AREA																		
82	COLONY SHEEL KUNJ AREA																		
83	COLONY SOLANI KUNJ AREA																		
84	RIVER VIEW - I																		
85	RIVER VIEW - II																		
	IIT RKE DEPLOYMENT																		
	DPT SAHARANPUR																		
	Grater Noida Extension Centre																		
	G. TOTAL																		
		MS	S I/C	SS	GM	SG													
	SUMMARY																		

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POINT ALLOCATION:-

1. Penalty Points

- (i) Dacoity, armed entry into any campus area resulting in looting of the place and/or injury to limb/life or both. THIS WILL ENTAIL IMMEDIATE TERMINATION OF THE CONTRACT.

- (ii) Loss :
 - (a) Major break in of an official/residential premises and theft of goods that need some form of transportation = 100 points per break-in.
 - (b) Major break in into a premises and theft of goods that do not need transportation = 50 points per break-in.
 - (c) Lock breaking of premises and theft of goods that need some form of transportation = 70 points per break-in.
 - (d) Lock breaking of a premises and theft of goods that do not need transportation = 20 points per break-in.
 - (e) Lock opening of a premises and theft of goods that need some form of transportation = 40 points per break-in.
 - (f) Lock opening of a premises and theft of goods that do not need transportation = 10 points per break-in.
 - (g) Theft of a scooter on a certain day = 20 points per theft.
 - (h) Theft of a car on a certain day = 50 points per theft.
 - (i) Theft of a bicycle = 20 points per bicycle.
 - (j) Loss due to fire = 40 points per incident.



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(iii) Patrolling/Gate duty:

- (a) Molestation case, single person involvement = 50 points.
- (b) Molestation case where a group of miscreants is involved = 100 points
- (c) Eve teasing case where a group of miscreants is involved = 50 points.
- (d) Molestation/eve teasing/chain snatching case where help takes more than seven minutes to arrive after reporting = 10 points.
- (e) Rowdiness/rioting on the campus = 20 points.
- (f) Patrolling vehicle out of order for more than three days = 50 points per day.
- (g) Patrolling vehicle and motorcycle both out of order for more than two days = 50 points per day.
- (h) Insufficient deployment relative to the deployment chart (Annexure-B) = 25 points.
- (i) Strength shortfall by more than 10% during any given month = 100 points.
- (j) Instances of allowing unauthorized persons/Vehicles at entry gates = 30 points per case.

(iv) Discipline:

- (a) Rude and unpleasant behaviour of guard with campus residents = 10 points.
- (b) Non-compliance with instructions/orders = 100 points.
- (c) Failure in drill test/random call = 50 points.
- (d) Inadequate presence of guard from that specified in deployment plan if guard found inattentive or sleeping = 25 points.
- (e) Security Staff found under the influence of liquor while on duty = Removal of concerned staff + 50 points fine.

(v) General:

- (a) Lack of cattle control in the Shastri Stadium and Main Building Lawns = 50 points.
- (b) Lack of cattle control in residential areas = 30 points.
- (c) Lack of cattle control on campus thoroughfares = 40 points.
- (d) Failure to remove drunken elements and conduct their test = 40 points.
- (e) Rash driving on campus = 10 points.
- (f) Entry of unauthorized vehicles on the campus = 10 points.
- (g) Incident of dog bite due to lack of dog control = 40 points.
- (h) Lack of Dog control on roads in Campus = 10 points per Dog per day.
- (i) Lack of Dog control in departments = 15 points per Dog per day.
- (j) Lack of Dog control in residential area = 05 points per Dog per day.
- (k) Failure in timely sterilization and vaccination of dogs = 200 points per month

3. OPERATIONAL MECHANISM:

Penalty/reward points will be finalised by the Security Monitoring Committee and AGENCY, once in a month during the client coordination meeting, to be held in the first week of every month. Adjustments will be made at the end of each quarter by first adjusting reward points against penalty points. The net point balance of the penalty will be charged at the rate of Rs. 200/- per point subject to a maximum of Rs. 1,00,000/- in a month, which will be deducted from the bill of the following month. The reward points surplus, if any, will be carried forward to the next quarter. In no case will any reward will be due and payable to AGENCY.

BIDS EVALUATION PROCEDURE

IITR Departmental Purchase Committee will evaluate the technical bids. Decision of the committee shall be final and binding upon all the Tenders.

Evaluation of Technical Bid:

- i. Before evaluation of the technical bid, bidders are expected to meet the qualifying criteria (requirements) as mentioned in the Tender Document. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting the eligibility criteria, are liable to be rejected.
- ii. The technical bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document.
- iii. The details of evaluation of technical bid will be as follows:

Sl.No.	Contracts with a minimum 150 Guards per contract per year will only be evaluated. Criteria given below will be considered for agencies subject to the submission of relevant documentary proof with clear indication	Weightage	Page No. of Documentary proof (of pdf file)
1	No. of Security Contracts having more than 150 guards in last three Financial Year.	Max. 9 Marks	
A	1-5	3	
B	6-10	6	
C	Above 10	9	
2	No. of guards deployed in any single contract in any of last three Financial Year.	Max. 9 Marks	
A	101-200	3	
B	201-400	6	
C	More than 400	9	
3	No. of contracts in Central Govt./Autonomous Body where security service have been provided in last three years	Max. 9 Marks	
A	2-4 Contracts	3	
B	5-6 Contracts	6	
C	Above 6 Contracts	9	
4	Geographical spread of the agency as demonstrated by PSARA licences	Max 9 marks	
A	6-10 States	3	
C	11-20 States	6	
D	Above 21 States	9	
5	Availability of training Centre established before date of publication this tender, near IIT Roorkee	Max. 9 Marks	
A	101 to 250 KM of IIT Roorkee	3	
B	51 to 100 KM of IIT Roorkee	6	
C	Within 50 KM of IIT Roorkee	9	
6	Affiliations with central bodies/ institutions of security industry, skilling and training namely CAPSI (Central Association of Private Security Industry), MEPSC (Management, Entrepreneurship & Professional Skill Council) and RRU (Rashtriya Raksha University)	Max 6 marks	
A	With any one of the above	2	

two

B	With any two of the above	4	
C	With all of the three above	6	
7	Experience in stray dog sterilization and vaccination	Max.4 Marks	
A	No	0	
B	Yes	4	
8	Training/ skilling of security personnel by any reputed body/ institution/ agency other than itself; e.g. MEPSC, RRU etc	Max 6 marks	
A	Upto 400 personnel	2	
B	401 to 800 personnel	4	
C	Above 1200 personnel	6	
9	Average annual turnover of the agency for last three financial years	Max 9 marks	
A	20-100 crore	2	
B	101-200 crore	3	
C	201 to 300 crore	6	
D	Above 300 crore	9	
Total Marks in Technical (T)			

Evaluation of Price Bid:- Price bids evaluation will be done by the IITR Departmental Purchase Committee.

Determination of Successful bidder:

The calculation will be based on the evaluation 70% from Technical Bid and 30% from price bid to determine the successful bidder.

The following formula will be applied to determine lowest bidder. Highest marks obtained in the Final Calculation (F) will be the lowest bidder:

$$F = [(B_{LOW} / B) \times 30 + T]$$

Legends:

B= Current Price Bid (Grand Total price),

B_{LOW} = Price Bid of the Lowest Bidder,

T= Technical Bid score out of 70,

F= Final Evaluation.

Note:

The maximum marks for technical evaluation is 70. Tender(s) obtaining more than or equal to 35 will be technically qualified and below 35 will be rejected.

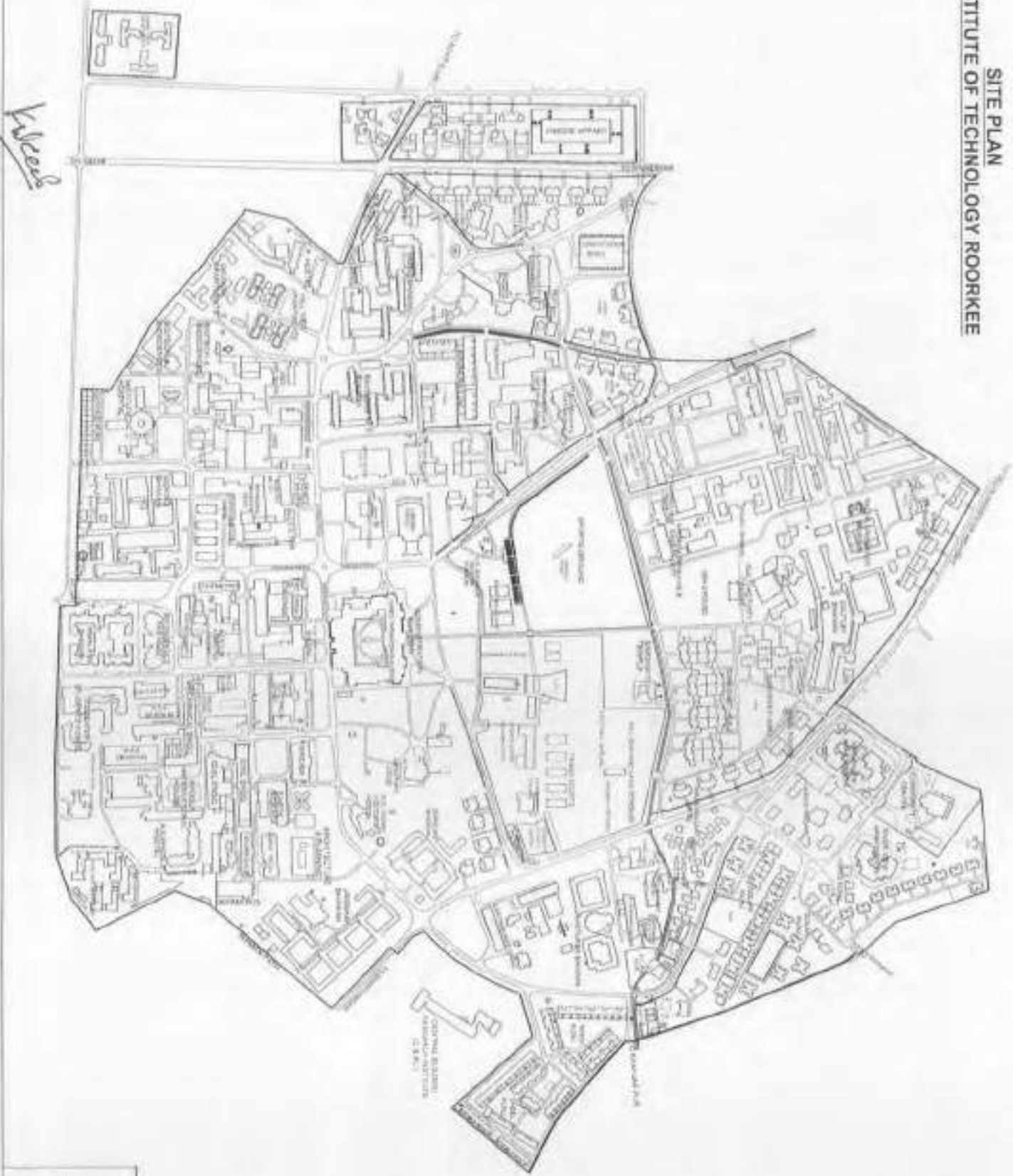
In case of tie after financial opening, L1 will be finalized as per the following:

1. Max. no. of contracts to Centrally funded technical educational institutions.
2. Having the Oldest Date of company incorporation.*
3. Having Maximum Avg. Turnover for the last three financial year.**

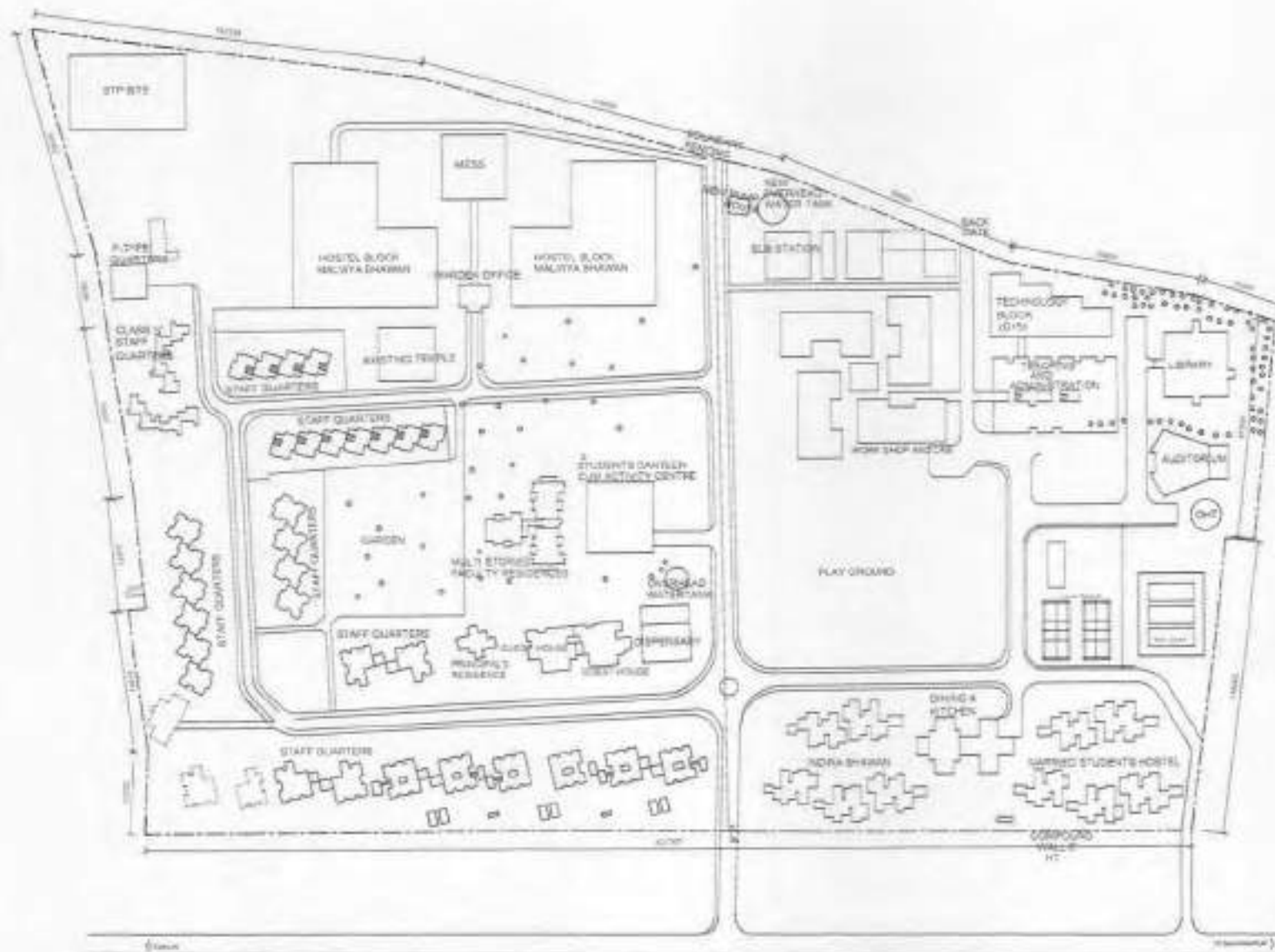
*Point 2 will be considered if it is a tie in Point No.1

**Point 3 will be considered if it is a tie in Point No.1 & 2

SITE PLAN
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE



SITE PLAN- SAHARANPUR CAMPUS
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

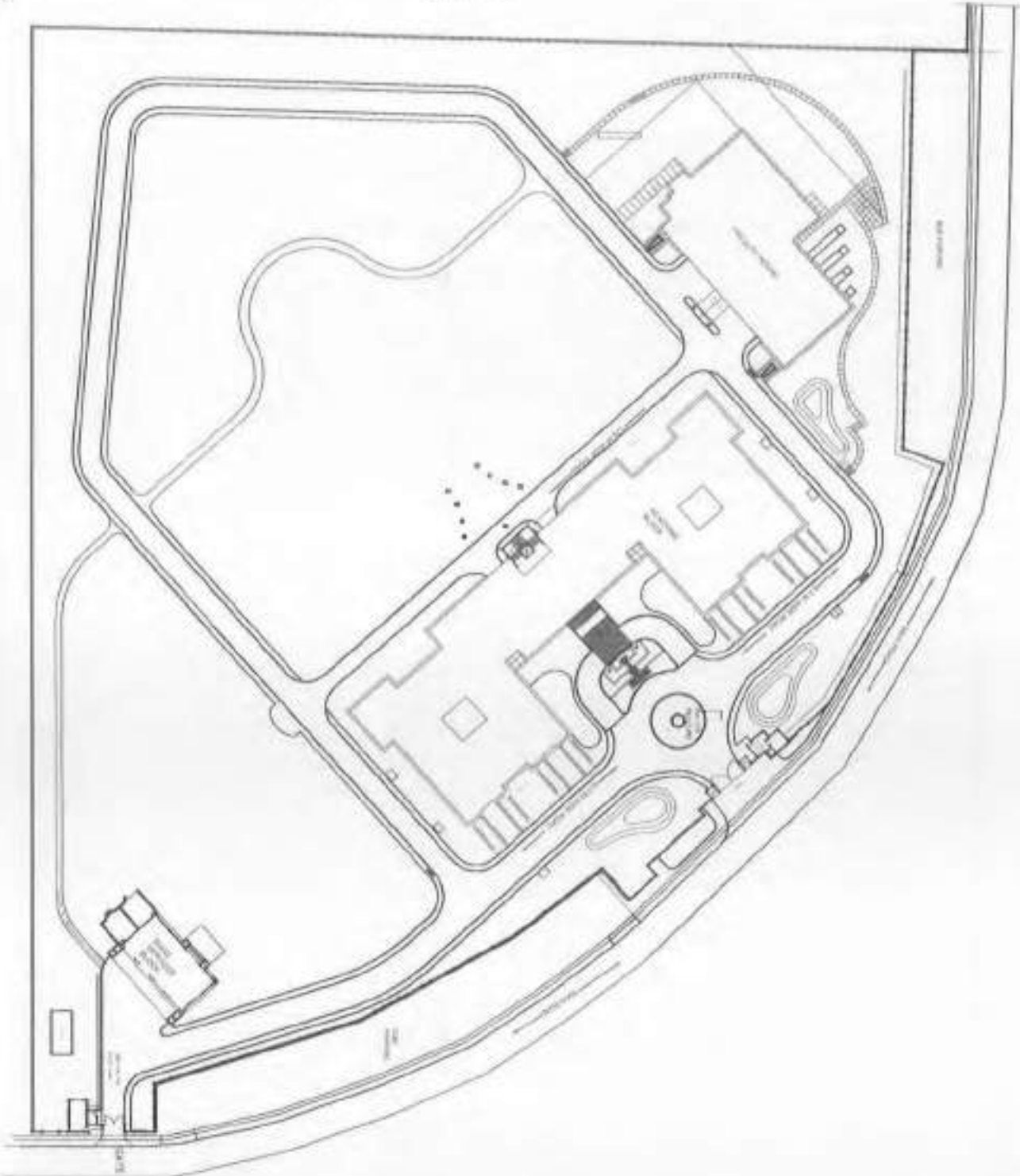


Kuldeep



SITE PLAN- GREATER Noida Extension Centre (GNEC)
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

ADJ. PLOT NO 18



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