

# TENDER DOCUMENT

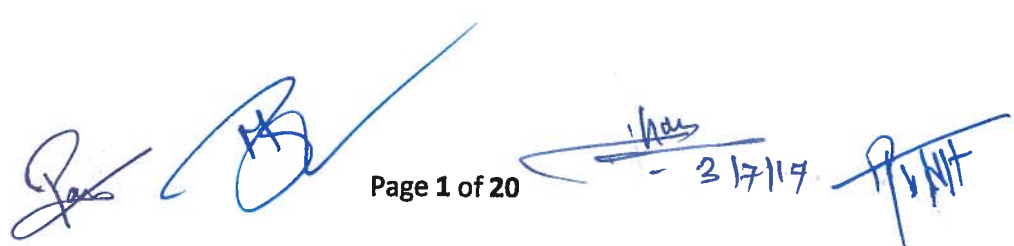
(Total No. of Pages 20)

## SECURITY SERVICES AT PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR

Tender Notice: NA IIIITDMJ/Tender/Security/2017-18/07/46  
Dated: 02 July 2017

Last Date for  
Receipt of Tender Bids is up to 25 July 2017 upto 3.30 P.M.

Registrar  
PDPM Indian Institute of Information Technology, Design and  
Manufacturing Jabalpur-482005, M.P.  
Tel:0761-2794021 Fax:0761-2794092

Handwritten signatures and dates at the bottom of the page. On the left, there are two blue ink signatures. In the center, there is a date stamp: "1 Aug - 2/7/17". On the right, there is another blue ink signature.

**PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND  
MANUFACTURING JABALPUR-482005**

No. III.TD.MT/Tender/Security/2017-18/07/46 Dated: 04 July, 2017

**INSTRUCTIONS FOR BIDDING**

**SUBJECT: SECURITY SERVICES AT PDPM INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND MANUFACTURING, JABALPUR**

Sealed tenders are invited from well-established, highly reputed Government registered security agencies and Directorate General of recruitment sponsored Security Agencies having a turnover of **Rupees Fifty Crore or more per annum for the last three financial years i.e. 2013-14; 2014-15 and 2015-16** for providing error free security services for one year extendable by another one year on satisfactory services at the PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur. The agency must be registered under enclosed herewith the following:-

- A. Technical Bid Form**
- B. Financial Bid Form**
- C. Undertaking of Annual Financial Turnover (Form - C)**
- D. General Terms and Conditions**

It may be noted that tenders should be submitted in the above enclosed forms as two separate bids, i.e. **(A) Technical Bid, and (B) Financial Bid**. Both the bids should be sealed in separate covers with the clearly written identification statement on the cover **(A) TECHNICAL BID or (B) FINANCIAL BID**. Form-C should also be sealed in a separate sealed cover and duly marked as **(C) ANNUAL TURNOVER**. All these envelopes should then be enclosed in a big envelope which should also be properly sealed. At the top of this envelope, it must be stated "**Tender for Security Services at the PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur**". No Tender without these markings on the envelopes will be considered. It should be tendered at the PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur up to 3.30 p.m. on 25 July 2017. The envelope should be addressed and sent to the "**Registrar, PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur**". The annual turnover and Technical bid will be opened at 4.00 p.m. on the same day, i.e., 25 July 2017.

**THE TENDER BIDS SHOULD BE SENT EITHER BY SPEED-POST/ COURIER TO REGISTRAR, PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR OR CAN BE PHYSICALLY DEPOSITED IN THE TENDER BOX LOCATED IN ADMINSTRATIVE OFFICE OF THE INSTITUTE ONLY ON THE PRESCRIBED TENDER FORMS DOWNLOADED FROM INSTITUTE WEBSITE www.iiitdmj.ac.in ALONGWITH THE BANK DRAFT (TENDER FORM COST) OF RUPEES 2000/- IN FAVOUR OF PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR. TENDERS RECEIVED ON ANY OTHER FORM WILL BE DEEMED REJECTED. FURTHER, EACH PAGE OF THE TENDER SHALL BE SIGNED BY THE BIDDER.**

Tender Forms can be downloaded from Institute website [www.iiitdmj.ac.in](http://www.iiitdmj.ac.in) w.e.f. the next day of appearing the Tender Notice in the news paper ~~Indian Express~~ *Jagran Nandunia I.T.J.* *Daini*. The tender documents completed in all respect along with a non-refundable bank draft of Rs.2000/- (Rupees Two Thousand only) in favor of "PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR" payable at Jabalpur should reach the office of the Registrar by *25 July* 2017 at 03:30p.m. The Institute will not be responsible for any postal or any other delays.

Earnest money of Rupees 2,00,000/- (Rs. Two lac only) must be deposited in the form of a FDR/DD, pledged in favor of PDPM IIITDM Jabalpur, along with the tender document at the time of depositing the tender document. Tenders without earnest money will be summarily rejected.

First verifying the Annual Turn Over (Form-C), of all the tenderers, the "Technical Bids" shall be opened at 4.00 p.m. on the same day following the stipulated last date, in the presence of the representatives of the bidding agencies, who wish to be so present. No separate communication will be made in this regard. The Institute will later evaluate the Technical Bids, to short-list the firms, who fulfil the eligibility criteria, on the basis of their "Technical Bids". Such shortlisted firms will be invited for further **presentation and discussion**. Firms will be further shortlisted based on evaluation of documents provided in the technical bid and presentation on following parameters:-

- 1) Based on average annual turnover of last three financial year (2013-14, 2014-15 and 2015-16).
- 2) Number of security works awarded during last three financial year (2013-14, 2014-15 and 2015-16).
- 3) Work experience in Institute of National Importance during last three financial year (2013-14, 2014-15 and 2015-16).
- 4) Quality certification with regards to Security Services
- 5) Training center facilities.

The bidders should be prepared to visit Jabalpur for this purpose at a short notice. Any additional information needed by the Institute to evaluate the Technical capabilities of the bidding firm(s) shall have to be submitted by the concerned firm(s).

The "Financial Bids" of the short-listed firms will only be opened after evaluation of the Technical bids and presentation. Eligible firms will be informed regarding opening of the Financial bid through phone, email, post etc.

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.

It is also advised that before filling the tender, the agency should visit and survey the Institute Campus. The agency can submit any suggestions on a separate sheet and attached with tender form. It depends on the Institute to accept/reject the suggestions. The PDPM IIITDM Jabalpur reserves the right to reject any or all the tenders, or accept them in part, or reject the lowest tender, without assigning any reasons thereof.

REGISTRAR

FORM - A  
TENDER NOTICE T/NO. J.IITDMT/Security/  
2017-18/07/46 Dated: 04 July, 2017

**SECURITY SERVICES  
AT  
PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND  
MANUFACTURING JABALPUR**

**Last Date & Time for Receipt of Tender Bids:** Up to 3.30 p.m. on 25 July 2017

**Opening of Tender Bids:**

**A. TECHNICAL BIDS & ANNUAL TURNOVER:** At 4.00 pm on 25 July 2017

**B. FINANCIAL BIDS:** will be opened only of short-listed firms after evaluation of the Technical Bids/presentation as per criteria/parameters mentioned in the tender document.







  
31/7/17

**PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND  
MANUFACTURING JABALPUR-482005**

**(A) TECHNICAL BID FORM**

**TENDER FOR SECURITY SERVICES**

Please supply the following information along with documentary evidence wherever possible, ONLY in this format (each page should be signed by the authorized representative of the tenderer). However, if the space provided for any entry is insufficient, please give information on additional sheets as appendices, and indicate the number of appendices attached, at the appropriate place. All appendices must also be signed.

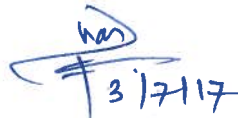
1. Name of the Agency :
2. a) Postal Address :  
Telephone Number :  
Fax Number :  
Email Identity :  
Website Address, if any :
- b) Name of the authorized Contact Person(s) with address(es)  
Name :  
Address :  
Telephone Number :  
Fax Number :  
Mobile Number :
- c) Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding agency (herein after referred to as the bidder).  
Name :  
Designation :  
Address :
- c) Sample signatures of the bidder :

-----

Signature

Name-----

Seal-----



3. (a) Location of the Headquarters of the Agency :
- (b) Date of its Establishment :
- (c) Total experience (in years) in providing Security Services :
4. (a) Agency registration No. :  
(Agency must be registered under Company Act.)
- (b) ESI Registration No. with city/state of Registration :
- (c) EPF Code No. with city/state details :
- (d) Income Tax Account No. :
- (e) GST Registration No. :
- (f) DGR registered or not (Proof) :
5. (a) Profile and detailed Set-up of the Agency (Attach also the brochure, booklet etc. of the company, if available.)
- (b) Details of the Training Centers of the Agency and the syllabus of the training being imparted.
6. Give the details of equipment available with the agency to undertake security services at PDPM IITDM Jabalpur.
- Metal Detectors
  - Surveillance Devices (optical/Listening)
  - Communication Equipment/Transmission Sets
  - Electronic/ Non-Electronic gadgets
  - Crowd control devices
  - Dog catching equipment
  - Any other

7. Total number of regular staff (office & field staff) employed by the Agency:

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				

\*Only those locations should be filled where manpower strength is 100 or more at single location.

8. Names with qualifications (including Technical qualifications) and experience of senior executives, Advisers and Consultants of the Agency. (Please attach Bio-data of key top officials & hierarchical structure of the company).

7/12/17

*[Handwritten Signature]*

*[Handwritten Signature]*

*[Handwritten Signature]*  
31/7/17

9. Turnover of the Agency for the following Financial years (as assessed by the ITO or Govt. approved Auditors/ Chartered Accountants):

Year	Amount (in lacs)
2015-2016	
2014-2015	
2013-2014	

10. Addresses with Telephone Numbers of the Regional Offices of the Agency in the country, if any.
11. Give the details of at least three major contracts (more than 100 security personnel) handled by the bidder (currently in hand or handled in last three financial year i.e. 2013-2014, 2014-15 and 2015-2016). Please attach the performance certificate for each contract by the competent authority of the concern organization.

S. No.	Client details with address, Tel., Fax, e-mail	Contract amount (in Lacs/Year)	Duration of Contract (Dates)	Total man power deployed
1.				
2.				
3.				

12. Details of Earnest Money

FDR/DD No.....Dated .....For **Rupees Two Lacs Only**.

13. Details of bankers and a certificate from the bank providing a solvency certificate of a minimum value of Rupees 75.00 lacs.
14. Any other information current/past in support of your Technical capability to be supported with documentary evidence.
15. I------(designation)-----of  
(name of the Agency)-----  
hereby declare to accept the Terms and Conditions as given in the Section D, Para 1 to 52 of the Tender Document for the Security Contract of PDPM IIITDM Jabalpur.

SIGNATURE OF THE BIDDER:

NAME OF BIDDER:

DESIGNATION/SEAL OF THE BIDDER:

ADDRESS:

DATE:

PLACE:

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 in. No overwriting is permitted. All cuttings must be initialed by the bidder.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
317/17

FORM-B  
TENDER NOTICE: INDIAN IIT DMJ Security  
2017-18/07/46 Dated: 07 July, 2017  
(0A) #

**SECURITY SERVICES  
AT  
PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND  
MANUFACTURING JABALPUR**

**(B) FINANCIAL BID FORM**

FINANCIAL BIDS

The financial bids of short listed firms will only be opened after evaluation of the Technical Bids/Presentation as per criteria parameters mentioned in the tender document

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
31/7/17



**PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND  
MANUFACTURING JABALPUR-482005**

**(B) FINANCIAL BID FORM**

**TENDER FOR SECURITY SERVICES**

The job of security services is intended to be given to an established and reputed Security Agency on turnkey basis. The bid is required to be submitted in this format only.

1. Name of the Agency :
2. (a) Postal Address :  
Telephone Number :  
Fax Number :  
Email Identity :  
(b) Name of Contract persons(s) with address :  
Name :  
Telephone Number :  
Fax Number :  
Mobile Number :
3. Location of the Headquarter :
4. Name, Designation and contact address with telephone No. of the person authorized to sign on behalf of and responsible to the Bidding agency (herein after referred to as bidder).

Signature.....

Seal.....

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*  
317/117

5. FINANCIAL COSTS

I. Proposed Manpower

S. No.	Cost Head	Security Guard (Civilian)	Security Guard (Ex-Servicemen)	Gunman (Ex-Servicemen)	Supervisor (Ex-servicemen)
A.	Wages (Basic+ Allowances) (in Rs.) per Month				
B.	*Statutory obligation (i)PF (ii)ESI (iii)Bonus (iv)Any other (In % of A)				
C.	Sub Total(A+B)				
D.	Cost of Weekly off(1/6 of C)				
E.	Sub-Total (C +D)				
F.	Service Charge (% of E)				
G.	Sub Total (E+F)				
H.	Cost per month				
I.	Rounded off to				
J.	Tentative calculate number of guards etc for 24X7(3 shifts)	59	15	4	3
K.	Total Cost				
L.	GST (% of F)				
M.	Total (K+L)				

\* To be paid monthly to the security Personnel deployed at this Institute.

Note: 1. Statutory obligation (i.e. PF, ESI, Bonus and any other), GST and any other tax as per the central Govt Rules.

2. For Ex-servicemen: As per rates of Director General of Re-settlement.

3. For civilian Guards: As per rates prescribed in the minimum wages Act (Central)

**Note:**

1. The agency has to ensure to provide 6 trained certified fireman having a valid training certificates and 2 trained certified dog-catchers at PDPM IIITDM campus. All these trained security persons will be within the existing sanctioned number of security guards given at S. No. 'J' in the above table.
2. The numbers given at S. No. 'J' are subject to reasonable change, if needed and are not inclusive of extra manpower required for weekly rest.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
21/7/17

3. The wages quoted by the bidder at S.No. 'A' (i.e. basic wages) should not be below the Minimum Wages specified by the Central Govt/MP Govt. Security Services. For Ex-service man, rate will be as per rates of Director General of Re-settlement (DGR)

## II. Patrol Vehicle

S. No.	Requirement	Quantity	Rate/km	Total (Rupees)
1.	Open Security vehicle (eg. Gypsy/Bolero/Commander) with Siren (for 24x7 patrolling work with a driver for an estimated total run of 500 km. per month)	01		

**Note:-** The Open Security Vehicle should be Agency owned and will be provided with driver over and above the strength specified on page 10. The cost of wages of the drivers will be borne by the Bidder.

## III. Additional Allowance for Fireman and Dog Catcher (if any):

Sl. No.	Requirement	Allowance/person/month (Rupees)	Quantity	Total/month (Rupees)
1.	Fireman		06#	
2.	Dog Catcher		02	
<b>Charge /Month (Rupees)</b>				

# At least 02 fireman should be deployed in each shift.

## IV. Transmission Sets

Sl.No.	Particulars	Quantity	Total/month (Rupees)
1.	Walkie-Talkie Set	04	

**Total Charges per month (I + II + III +IV) Rs. ....**

Total cost of contract for one year for the entire security by deploying the above mentioned manpower and patrolling vehicle charge:

**Total Cost Per Year = Rs. ....Lacs**

SIGNATURE OF THE BIDDER:

NAME OF BIDDER:

DESIGNATION/SEAL OF THE BIDDER:

ADDRESS:

OFFICIAL SEAL:

DATE:

PLACE:

7/4/17

3/7/17

## (C) UNDERTAKING OF ANNUAL FINANCIAL TURNOVER

Registrar  
 PDPM Indian Institute of Information Technology,  
 Design and Manufacturing Jabalpur-482005 (M. P.)

1. This is to certify that the annual turnover in the preceding three financial years of our company/agency named as.....is as under:

Year	Amount (in Lacs)
2015-2016	
2014-2015	
2013-2014	

2. A certificate\* certifying the annual turnover of the said company/agency (from Income Tax Officer/Govt. approved Auditors, is attached herewith.)

**Managing Director/Head of the Company/ Agency  
 (Stamp Seal)**

**Note:** The certificate at point 2 will only be acceptable with supporting documents that is profit & loss etc.

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
 31/7/17

**(D) GENERAL TERMS AND CONDITIONS OF PROVIDING SECURITY SERVICES  
AT PDPM IIITDM JABALPUR**

**The Institute wishes to award the security contract to an agency/company hereinafter referred to as "Agency" on the following terms and conditions:**

**I SECURITY SERVICES**

1. The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorized occupation of buildings and Institute land, encroachment, trespassing, removal of unauthorized 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/record keeping of incoming and outgoing vehicles, control on visitors, removal of unauthorized persons from campus, checking/record keeping of consignments, check errant trespassers, handing over of criminals to the local police, operation of the firefighting equipment, 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, impounding of stray cattle, removal of stray dogs 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.
2. 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.
3. Security Personnel at the main gate will be equipped with metal detector and at least one gun man as per requirement of the Institute.
4. Maintain the fearless environment inside the campus. And if Institute feels that the Agency is unable to maintain this or lacking of this, then proper penalty can be imposed to the Agency.






5. In case of theft or loss of property of PDPM-IIITDM Jabalpur for the areas covered under security contract, the responsibility will be fixed on the agency. The cost of liquidated damages will be decided by the Committee constituted by the Competent Authority and will be paid by the Agency.
6. The Agency will impart training to the security personnel on regular basis.

## II SELECTION OF STAFF

7. (i) 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 45 years of age in the case of Security Guards/55 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. The Civilian Guards should have been imparted at least four weeks of security training and have a minimum of one year's experience in security work. In case of fresh recruitment of guards, a three/four weeks training is mandatory before putting on job in PDPM IIITDM Campus. 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 Uttrakhand State, Hill tribes and Gorkhas)
- b) Weight as per the Weight and 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
156	49	51	52.5	53.5	54	54.5	55
158	50	52	54	55	55.5	56	56.5
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

(ii) The specified numbers of Security Gaurds, Security Supervisor and all the Gunmen must be Ex-servicemen only. Failure to deploy the specified number of Security Guards, as stated at S. No. J on page 10, shall invite a penalty as per the contract to be signed between the Institute & the contracted security Agency.

8. The Agency shall not deploy any security personnel whose place of residence is in the villages within a radius of 7 km from the campus. Before posting of the 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.

9. The deployed security personnel must carry their identity cards. They should be registered with the local Police for verification of their past conduct, character antecedents and bonafides within three months of posting. At the time of their first posting in the campus, Agency shall provide the following details about them:

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

A security personnel 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

10. The deployed security personnel must necessarily be able to read, write & speak Hindi and preferably be able to read and write English also.

11. The deployed security personnel must have an impressive bearing, physically and mentally fit, sound and alert and should not be suffering from any contagious disease. 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.

### III. FINANCIAL ISSUES

12. Earnest money of Rs. 2, 00, 000/- (Rs. Two Lacs Only) shall be deposited by each bidder along with the tender document at the time of depositing the tender document. Earnest money will be refunded after finalization of the bids. Earnest money shall be in the form of a DD/FDR/ pledged in the name of PDPM IIITDM Jabalpur.

13. The Agency whose bid is finally accepted shall be required to make a security deposit of Rs. 2, 00, 000/- (Rs. Two Lacs only) in the form of a Bank Guarantee of a scheduled

bank pledged in the name of PDPM IIITDM Jabalpur along with a Solvency Certificate of minimum value of Rs 75 lacs from its Bank. The Stamp duty of Rs. 100/- will be paid by the bidder to execute the Contract Agreement.

14. 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, 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.
15. 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 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 month on priority as that his accumulated fund may be shown against his account and UAN.
16. The Agency will ensure the payment of monthly wages (salary) to their security personnel by 7th of each month and claim the amount with supported documents i.e. attendance and payment both i.e. wages plus statutory liability respectively. The reimbursement of payment for the security services shall be made by the Institute monthly through a crossed cheque drawn in favor of the Agency 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.
17. The Agency must provide pay-slip and proof for Provident Fund, ESI & other statutory payments (refer page 10), as admissible to each of their employees posted at PDPM IIITDM Jabalpur campus and 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 claim for next month. The Agency shall also be responsible for proper insurance, ESI contribution payments etc to its employees. The agency is also responsible for ESI cards to be granted within three month after verifying his family details.

#### **IV. GENERAL REQUIREMENTS:**

18. At any point of time the number of ex-service man should not be less than 25% of the total strength of security personnel



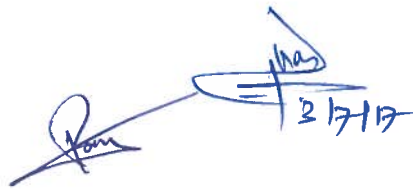
19. The agency should have ESI, EPF Code No., GST Registration Number and IT Account Number.
20. The agency should also have licenses for wireless and weapons possess adequate infrastructure in terms of vehicles, electronic/ non-electronic gadgets and basic crowd control devices for an efficient functioning.
21. The contract shall be awarded initially for one year and may be extended for another one year if the security services provided by the Agency are found to be satisfactory by the Institute.
22. The Agency shall undertake the security responsibility and security arrangements at the Institute campus which among others include all buildings, installations, stores, hostels, messes, gardens, play grounds, Institute land, visitor hostel, residences etc. and life and property of residents/employees & their families as well as that of students.
23. The security personnel must have an impressive bearing, be physically fit, smart and well dressed with proper summer and winter uniforms (shirt, trouser, Monkey cap, jersey woolens, 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 Jabalpur while on duty. The Agency must issue one set of summer dress including two shirt to the Guards and the other staff every year, and one set of winter dress once every three years.
24. **The security personnel should be well dressed and equipped with whistle, torches with cells and well-armed with cane, lathi and licensed fire arms (for Gunmen) which shall be provided to them by the Agency at its own expense.**
25. 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.
26. The Agency shall be responsible for the proper discipline, unquestionable loyalty, cordial conduct, and maintenance of decency and decorum on the part of the security personnel.
27. 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's weekly rest. No security staff shall work for more than 26 days in a month or as specified by Labour Laws.
28. In case of theft or loss of property of PDPM-IIITDM Jabalpur for the areas covered under security contract, the responsibility will be fixed on the agency. The cost of liquidated damages will be decided by the Committee constituted by the Competent Authority and will be paid by the Agency.





   
3/7/17

29. As and when required, the Agency shall deploy extra security personnel on request by the Institute on payment at pro-rata basis.
30. 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.
31. The entire risk and liability regarding any damage, death or injury to the security personnel will be that of the Agency
32. 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.
33. The Agency will conduct regular drill parade/practice of the security personnel in order to maintain their physical fitness.
34. The Agency will provide the complete bio-data (with Photograph) of its staff to the Institute for its perusal.
35. 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.
36. Full control of the security staff provided by the Agency will rest directly with the Agency. The Institute will nominate officer(s) by name(s) to oversee the duties of the security staff who will deal with the Agency and issue necessary orders. The administrative control of the force like pay and allowances, leave, uniform, transfer, appointments, terminations and replacement, discipline, loyalty and conduct etc. of the personnel 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 regularization etc. will rest on or be preferable on the Institute. The Agency will be solely responsible to protect the Institute against any such claim.
37. 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 may be imposed on the Agency by the Institute authorities for unsatisfactory work or for any breach of the contract.
38. 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.



39. All matters & disputes arising out of this agreement shall be subjected to Arbitration by the Director of the PDPM INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING JABALPUR. In case the matter still stands unresolved, and has to go the Court, the dispute will lie within the jurisdiction of Jabalpur Courts only.
40. The Institute will provide an unfurnished office to the Agency on its campus. The Institute is not liable to provide any accommodation to any personnel of the agency.
41. 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 Convener, Security Functional Committee.
42. The Security Office of the agency will be manned by the Security Supervisor round the clock.
43. 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.
44. 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.
45. 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.
46. 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 shall be imposed without giving any notice.
47. 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.
48. 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.



3/7/17

49. The Bank Guarantee/ Bank Solvency Certificate 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 liability.
50. The Agency must have a proper office and a properly run Training Centre. It should be a technically run organization and not a garage operation. The Agency shall have proper standards and procedures of recruitment for security staff.
51. The Agency will apply to the Labour Commissioner for obtaining a labour license for Madhya Pradesh and will submit a copy of license to the Institute within 30 days from the date of award of the contract.
52. If a firm quotes 'Zero' or 'Nil' Service charges in the bid shall be treated as unresponsive (null and void) and will not be considered. The committee, constituted by the Institute is empowered to take the decision on awarding the contract to most deserving bidder in case lowest service charges is too low quoted and may not be justifiable to deliver the proper services.

**Note:** In case there is less space in the tender document for any item, kindly supply the desired information on additional sheets.

PRINT

Handwritten signature and date: 3/7/17