

# INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh 173025



IIM SIRMAUR  
KNOWLEDGE . LEADERSHIP

## **NOTICE INVITING TENDER**

**FOR**

### **HIRING OF SECURITY SERVICES**

**at**

**IIM Sirmaur, Paonta Sahib Campus**

**Tender Notice No. : IIMS/PUR/SECURITY SERVICES/08/ 2017-18**

**Date: October 04, 2017**

<b>Last Date &amp; Time to Download the Tender Document from Website</b>	October 26, 2017, at 5:00 PM
<b>Last Date &amp; Time of Submission</b>	October 27, 2017, at 2:00 PM
<b>Date &amp; Time of Opening</b>	October 27, 2017, at 4:30 PM
<b>EMD</b>	30,000/- (Thirty Thousand Rupees Only)  (Refundable to unrestful bidder)  DD/Banker's cheque drawn In favour of "Indian Institute of Management, Sirmaur" payable at Paonta Sahib
<b>Bank Guarantee</b>	10% of Contract Amount
<b>Address and place of Submission of Tender</b>	Indian Institute of Management Sirmaur Rampur Ghat Rad, Paonta Sahib, District Sirmaur, Himachal Pradesh-173025.
<b>Tender Document Delivery Mode</b>	Speed Post/Registered Post/Courier Services/by Hand
<b>Note:</b> The Institute reserves the right to change/revised the date of opening the tender. In such case, the information will be displayed on institute's website.	

Yours faithfully,

Purchase & Stores Officer

**Signature with Stamp of Bidder**

**Date:**

# INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

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## **NOTICE INVITING TENDER FOR HIRING OF SECURITY SERVICES**

Sealed quotations are invited from the firms (on official letterheads) duly filled under the two-bid system (A- Technical Bid, B- Financial Bid) from reputed and experienced Agencies on behalf of the Director, Indian Institute of Management Sirmaur at the following address:

Indian Institute of Management Sirmaur, Near Dental College,  
Rampur Ghat Rad, Paonta Sahib, District Sirmaur,  
Himachal Pradesh-173025.

The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be download from [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

Interested agencies are required to submit the Technical & Financial bid separately. The bid in Sealed Cover-1 contains "Technical Bid" and Sealed Cover -II containing " Financial Bid" should be placed in a third cover superscribed "Tender for Security Services for IIM Sirmaur and should reach the office of " Purchase Convenor, Indian Institute of Management, Sirmaur, Rampur Ghat Rad, Paonta Sahib, District Sirmaur, Himachal Pradesh-173025 before 1400 hrs. on October 27, 2017.

Quotation received after the due date shall not be accepted. The quotation should either be sent by speed post/Registered Post/Courier services/by hand.

### **Disclaimer Clause:**

IIM Sirmaur has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set in the RFP/RFQ and the bidder has no claims against such right. The Institute has unfretted right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute (s) (If any) shall be Paonta Sahib.

Yours faithfully,

Purchase & Store Officer

**Signature with Stamp of Bidder**

**Date:**

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## QUOTATION FOR HIRING OF SECURITY SERVICES TO IIM SIRMAUR (Documents related to Eligibility Criteria)

### A- TECHNICAL BID

(In Separately sealed cover-1 superscribed as "Technical Bid")

1	Name & Address of the Tenderer Organization/Agency with phone number, e-mail, and name & telephone/mobile number of contact person						
2	Experience in the work of providing security services, Particulars of experience ( Attach certificates, testimonials, This shall cover the details of work of similar nature, approximate magnitude and duration carried out and on hand for last 03 years along with a certificate from the organisation where the job was carried out.	In the following format					
3	Name of Organization with complete address and telephone numbers to whom service provided	From	To	Total contract period (in year/months)	Total contract amount (In Rs.)	Total Contract Amount in (Figure)	Reason for termination if any

**Signature with Stamp of Bidder**

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4	Set-up of your agency, clearly indicating details of managerial, supervisory and other staff	
(a)	Is the establishment registered with the Government: Please give details	
(b)	Do you have Labour license? Please provide details and attach a copy	
(C)	Undertaking of the agency Confirming the availability of the adequate workforce of requisite qualification and experience for deployment in IIM Sirmaur	
5	EPF No	
6	ESI No	
7	Are you governed by Minimum Wages Act of the Government of India? If yes, please give details	
8	Please indicate and attach copies of Income Tax return of last three years	
9	Do you have an office in Sirmaur? Please provide an address.	
10	PAN or TAN No.?(Please attach copy)	
11	VAT no. (Please attach copy)	
12	Trade License No. (Please attach copy)	
13	GST Registration No. (Please attach copy)	
14	Details of the Demand Draft of Rs. 30,000/- (Rs. Thirty thousand only) towards bid security (EMD) <b>in favour of Indian Institute of Management, Sirmaur payable at Paonta Sahib.</b>	Demand draft no Date : Issuing bank:

**Signature with Stamp of Bidder**

**Date:**

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Declaration by the tenderer:

This is to certify that I/we before signing his tender have read and dully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

Enclosure:

1. DD No. \_\_\_\_\_
2. Terms & conditions (each page must be signed and sealed)
3. Financial Bid.

Place \_\_\_\_\_

(signature of the bidder with seal)

Name :

Seal :

Address :  
Phone No. :  
E-mail :

**Signature with Stamp of Bidder**

**Date:**

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## B- FINANCIAL BID (Security Services)

(In Sealed Cover – 2 superscribed “Financial bid.”)

Sr. No.	Category of Manpower required	No. of Security Personnel required	Per day rate (As per Central Govt. Minimum wages rates)
1	Supervisor	2 (One Day & One Night)	<b>Rs. 506</b>
2	Security Personnel (Male)	15	<b>Rs. 506</b>
3	Security Personnel (Female)	3	<b>Rs. 506</b>
4	PF@	<b>As per Govt. Norms</b>	
6	ESIC@	<b>As per Govt. Norms</b>	
7	GST	<b>As per Govt. Norms (If Any)</b>	
	Any Other Charges/ Tax@	<b>As per Govt. Norms</b>	
8	Adm/Service charge in figures		
9	Adm/Service charge in Words:		

### Note:

1. IIM Sirmaur may increase OR decrease nos. of security personnel as and when needed.
2. The rate is inclusive of weekly off.
3. **The tenderer has to provide uniform, security stick, Identity card, Batten, Heavy Duty Torch & Raincoat, etc. to each security personnel.**
4. The supervisor will take the round of campus premises (Every hour) to ensure the efficient, dedicated and vigil/alertness Security services provided at IIM Sirmaur.

### **Declaration by the bidder:**

This is to certify that I/we before signing his tender have read and dully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them.

### **Note:**

- (i) No other charges would be payable to Client.
- (ii) There would be no increase in rates during the contract period except provision under the terms & conditions.

Place:

(Signature of the bidder with seal)

Name:

Seal:

Address:

Phone No. :

E-mail:

**Signature with Stamp of Bidder**

**Date:**

# INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

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## **TERMS & CONDITION OF CONTRACT**

### **A. Scope of Work**

Providing Security services at IIM Sirmaur by deploying required number of Security Personnel.

1. The Agency shall provide security services by deploying adequately trained and well-disciplined security personnel, who shall safeguard the IIM Sirmaur site, building, movable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the student, employees, visitors, guests or any other persons working in its complex/premises.
2. The security personnel shall be deployed round the clock in 3 shifts of 8 hrs. duration at IIM Sirmaur campus to safeguard the premises.
3. The Agency shall maintain records of the inward and outward movement of Students, Guests & Visitors, Sub Contractor personnel, along with the inward & outward record of materials & vehicles, etc. with a proper check on the same as per instructions given from time to time by Officer In-charge/Chief Administrative Officer.
4. The security personnel deployed shall take a regular round of the allocated area to maintain vigil/alertness.
5. The simulated exercise of intrusion/forced entries/various other contingencies like Fire/floods/ may be carried out once in a month.
6. The security personnel shall be duly trained in Fire Safety Operations.
7. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident related to security.
8. The Agency will carry out any other work allotted by this office in an incident of security of the premises.

### **B. Eligibility Criteria**

1. The Bidder should be proprietary firm/Partnership firm/Limited Company/Corporate body legally constituted and registered who possess the Licenses, registration, etc., as per Govt. of India norms.
2. The Bidder shall have at least three years' experience of providing Security services in State Govt. /Central Government/PSU/Autonomous Body under Government/Govt. Institutions/Educational Institution.
3. The bidder should have completed at least one work of similar magnitude and duration (worth Rs. 10, 00,000/-) (Rupees Ten Lakhs or more per year) in last three years in

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State/Central Government/PSU/Autonomous Body under Government/Govt. Institutions/Educational Institutions.

4. Enclose copy of ITR for last three financial years, which must have at least average annual turnover of Rs. 10,00,000/- (Rupees Ten lakhs only) in the last three years.
5. The bidder should have an office in Paonta Sahib. If not, an office should be opened in Paonta Sahib within 30 days of the award of the work.
6. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency). An undertaking should be enclosed in this regard.
7. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (a) PF Registration: \_\_\_\_\_
  - (b) ESI Registration: \_\_\_\_\_
  - (c) GST Registration : \_\_\_\_\_
  - (d) Valid License, issued by Regional Labour Commissioner, Govt. of India or should give an undertaking that the bidder would obtain it positively within 30 (Thirty) days of the award of the work.
  - (e) Registration/License of Private Security Agencies (Regulation) Act 2005.

## C. Information and Conditions relating to Submission of Bids

1. The initial period of contract shall be for one year which may be extended further period of one year on annual assessment basis subject to satisfactory performance and mutually agreed by both the parties.
2. All the pages of the tender should be signed by the bidder.
3. The bidder shall pay Bid Security (EMD) of **Rs. 30, 000/- (Rupees Thirty Thousand only)** along with the technical bid by Demand Draft for “**Indian Institute of Management, Sirmaur**” drawn on any Nationalized Bank payable at Paonta Sahib. Bids received without Earnest Money Deposit (EMD) and after due date shall not be accepted under any circumstances.
4. The Bid security (EMD) without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as Security deposit.
5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 10% (Ten) of Annual Contract value towards Performance Security Deposit by way of Demand/Bank guarantee in

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favour of “**Indian Institute of Management, Sirmaur**” drawn on any Nationalized Bank and payable at Paonta Sahib.

6. The EMD shall be forfeited, if successful bidder fails to undertake the work. The bid shall be valid and open for acceptance of the competent authority for 180 days from the date of opening of the tenders and no request for any variations in quoted rates and/withdrawal of tender of any ground by successful bidder shall be entertained.
7. After evaluation, the work shall normally be awarded to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions Minimum, Wages Act (including of Income Tax, EPF, ESI, Bonus, Insurance, Leave, Salary, etc. In case two more agencies are found to have quoted the same rates, the Director, IIM Sirmaur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience, etc. such decision by the authority shall be final.

## **D. Terms and Condition:**

- 1) Deployment of the security personnel is without prejudice to the right of Chief Administrative Officer/ Officer in charge at IIM Sirmaur to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the IIM Sirmaur.
- 2) The Agency shall ensure that the security personnel deputed are healthy and not more than 50 years of age. The Agency will get their antecedents, character and conduct verified and to submit an undertaking certificate.
- 3) The full particulars of the personnel to be deployed by the Agency including their names & address shall be furnished to the Chief Administrative Officer/ Officer in charge, IIM Sirmaur along with testimonials (Aadhar Card/Voter I/D before they deployed for the job.
- 4) The Agency shall not be deployed or shall discontinue deploying the person(s), if so desired the Chief Administrative Officer/ Officer in charge, at any time without assigning any reason whatsoever.
- 5) A local representative of Agency shall be In-charge of the security and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems/mobile. Night guards shall be equipped with proper protection and lighting devices. While working at the premises of IIM Sirmaur, they shall work under directives and guidance of the Chief Administrative Officer/Officer in charge and will be answerable to the Chief Administrative Officer/ officer in charge; This will, however, not diminish in any way, the Agency's responsibility under contract to the IIM Sirmaur.
- 6) The Agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regards.

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- 7) The Agency shall ensure that any replacement of the personnel, as required by the Chief Administrative Officer / Officer in charge, IIM Sirmaur for any reason specified or otherwise, shall be effected promptly without any additional cost to the IIM Sirmaur. If the agency wishes to replace any of the personnel the same shall be done with the prior concurrence of the Chief Administrative Officer/ Officer in charge, IIM Sirmaur at Agency's cost.
- 8) The Agency shall provide reasonably good uniform with name badges to its personnel deployed at IIM Sirmaur site at its cost and ensure that they are used the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, torch with the cell, came stick, gun, bullets, etc. shall be borne/supplied by the Agency at its cost.
- 9) The Agency shall ensure that the personnel deployed at IIM Sirmaur are disciplined and do not participate in any activity prejudicial to the interest of the IIM Sirmaur/MoH &fW/Govt. Of India/any State or any Union Territory.
- 10) In the case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Chief Administrative Officer/ Officer in charge at IIM Sirmaur.
- 11) The agency shall ensure that security staff appointed by them is fully loyal-to and assist the Chief Administrative Officer/ Officer in charge, IIM Sirmaur during the normal period a well during the strike and other emergencies for the protection of personnel and property both movable and immovable to the entire satisfaction of the IIM Sirmaur.
- 12) In case of any Theft/ loss that occurs in IIM Sirmaur due to lapse on the part of the security personnel discharging security responsibility. This Theft/ loss will be borne by the Agency and in this connection Chief Administrative Officer/ Officer in charge, IIM Sirmaur shall have the right to deduct the appropriate amount from the bill of contracting agency to make good such loss to IIM Sirmaur besides imposition of penalty.
- 13) In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
- 14) As and when the Chief Administrative Officer/ Officer in charge, IIM Sirmaur requires additional security strength on the temporary or emergent basis, the Agency will depute such security personnel under the same terms and conditions.
- 15) The Agency shall arrange to maintain the daily shift-wise attendance record of the security personnel deployed by its showing their arrival and departure time. The Agency shall submit to the Chief Administrative Officer/ Officer in charge, IIM Sirmaur an attested photocopy of the attendance record and enclose the same with the monthly full.
- 16) There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the Statutory Wages received by the Central Government.

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- 17) The Income-Tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- 18) The Security personnel deployed by the Agency shall have at least the minimum elementary knowledge of reading and writing to us to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their in the Attendance Register and mark their arrival and departure by signing in the register.
- 19) In the case of non-compliance /non-performance of the services according to the terms of the contract, the Chief Administrative Officer/ Officer in charge, IIM Sirmaur shall be at liberty to make suitable deductions from the bill without prejudice to this right under other provisions of the Contract.
- 20) The Agency shall be solely liable for all payment, dues of the Workers employed and deployed by it. The Agency shall fully indemnify IIM Sirmaur against all the payments, claims and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the Labour or other laws to the extent they apply to establishment/work in IIM Sirmaur premises/facility.
- 21) The decision of IIM Sirmaur regarding the interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 22) In the case of any dispute between the Agency and IIM Sirmaur, IIM Sirmaur shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Paonta Sahib.

## **E. Payment Terms:**

- 1) The payment will be made as per monthly invoice raised on the actual personnel supplied by the vendor and based on the copy of attendance sheet register jointly signed by the representative of the department and contractor.
- 2) The payment will be made as per the approved Central Govt. Minimum Wages rate mentioned above and can only be revised time to time according to the amendments and notification effecting Labour rates, the copy amendments and notification effecting Labour rates of latest should be enclosed with the claim of month bill.
- 3) A copy of previous month PF challan and ESIC deposits should also be submitted with every bill as payment proof then only the amount of PF & ESIC will be paid.
- 4) Any violation of instructions/agreement of suppression of facts will attract cancellation of the agreement without any reference.
- 5) In the case of any dispute between the Agency and IIM Sirmaur, IIM Sirmaur shall have all the rights to take any decision in the interest of the Institute. However, all matters of jurisdiction shall be at the local courts located at Paonta Sahib.
- 6) An Agreement will be signed between the Representative assigned by Director, IIM Sirmaur, acting through Chief Administrative Officer/ Officer in charge IIM Sirmaur on Rs. 100.00 Non-Judicial Stamp Paper for which Institute will provide the standard format.

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## **F. Late Bids**

1. Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained.
2. The EMD shall be forfeited if successful bidder fails to undertake the work OR fails to comply with any term & condition of the contract.
3. The bid shall be valid and open for acceptance of the competent authority for 120 days from the date of opening of the tenders and no request for any variations in quoted rates and/withdrawal of tender of any ground by successful bidder shall be entertained.
4. After evaluation, the work shall normally be awarded to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions Minimum, Wages Act (including of Income Tax, EPF, ESIC, Leave, Salary, etc. In case two more agencies are found to have quoted the same rates, the Director, IIM Sirmaur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience, etc. such decision by the authority shall be final.\

## **G. Disqualification**

The proposal is liable to be disqualified in the following cases.

- 1) Proposal not submitted by this document.
- 2) During the validity of the proposal, or its extended period, it's any; the bidder increases his quoted prices.
- 3) The proposal is received in incomplete form.
- 4) The proposal is received after due date and time.
- 5) The proposal is not accompanied by all requisite documents.
- 6) Information submitted in the tender proposal is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or the tenure of the contract including the extension period if any.

## **H. IIM SIRMAUR's right to terminate the process**

- a) IIM Sirmaur may terminate the Tender process at any time and without assigning any reason. IIM Sirmaur makes no commitments, express or implied, that is process will result in a business transaction with anyone.
- b) This tender does not constitute an offer by IIM Sirmaur. The bidder's participation in this process may result in IIM Sirmaur selecting the bidder to engage in further discussion and negotiations onwards execution of a contract if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Sirmaur to execute a contract or to negotiations. IIM Sirmaur may terminate negotiations at any time without assigning any reason.

**Signature with Stamp of Bidder**

**Date:**

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## I. DISPUTEMENT SETTLEMENT & APPOINTMENT OF ARBITRATOR

“ All dispute or differences whatsoever arising between the parties out of r relating to the construction, meaning and operator or effect of the tender and the resulting agreement or the breach thereof that cannot be setting by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Sirmaur, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM Sirmaur”. The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties, the jurisdiction of all other courts are exculpated, and the courts at Paonta Sahib alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Paonta Sahib as the case may be.

Place:

(Signature of the bidder with seal)

Name:

Seal:

Address:

Phone No. :

E-mail:

**Signature with Stamp of Bidder**

**Date:**