

**TENDER  
FOR  
PROVIDING SECURITY SERVICES  
AT  
INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR  
HIMACHAL PRADESH**

**NIT No.: IIMS/Security Services/21/2018-19**

**NIT Issue Date: November 27, 2018**

**Late Date of submission: December 17, 2018 at 11: AM**

**Date of opening of Tech. Bid: December 17, 2018 at 3:00 PM**

**Date of opening of Financial Bid: December 18, 2018 at 3:00 PM**



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**Indian Institute of Management, Sirmaur, Rampurghat Road, Paonta**

**Sahib, Sirmaur, H.P – 173025, Tel: 7832901804**

**email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)**

Stamp & Signatures of the Tenderer

## TENDER NOTICE

Indian Institute of Management, Sirmaur, (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites sealed tenders in two-bids (Part-1. Technical & Part-2. Financial) format from well-established reputed Firms / Agencies having relevant experience in providing round the clock Security Services. The agency shall providing Security Services in the Institute based on the requirement of the Institute from time to time for a period of initially one year, further extendable up to next two years based on satisfactory completion of contract on every year on contract basis / outsourcing basis. Tender document can be downloaded from the Institute website at URL Link: <http://www.iimsirmaur.ac.in>.

The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 1,00,000/- (Rupees One Lakhs only) refundable, and non-refundable tender fee for an amount of Rs. 1000/- (Rupees One Thousands only) by way of demand draft only. The demand draft shall be drawn in favor of "IIM Sirmaur" payable at Paonta Sahib. **The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the Technical Bid.** The EMD and Tender fees demand drafts must be made separate.

Offers in the financial bid should be written in English and price quoted should be written in both figures and words. The offer should be typed or written in ink pen or ball pen; the use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.

Envelopes of Technical Bid & Financial Bid should be individually sealed and then be placed in a third envelope, sealed and super scribed with Tender number and the due date of submission. Bids received beyond last date of bid submission will be summarily rejected. No tender will be entertained by E-mail / FAX.

The tender shall be submitted in a sealed envelope bearing the following reference on the top left hand corner: "NIT No.: IIMS/Security Services/21/2018-19, latest by December 17, 2018 at 11:00 hrs. and addressed to:

"The Stores Purchase Officer  
IIM, Sirmaur  
Purchase Section  
Rampurghat Road, Paonta Sahib  
Sirmaur – 173025, Himchal Pradesh"

Name: RAJNISH KUMAR  
Designation: Stores Purchase Officer  
Paonta Sahib  
H.P.



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Technical Bid will be opened on December 17, 2018 at 15:00 hrs. in the Conference Hall, Academic Block, IIM, Sirmaur in the presence of the Tenderer(s) or their authorized representative(s) who are present at the scheduled time. **However, in case Tenderers or their authorized representative will not present at the time of Tender opening process their respective Tender will not be opened and will not be considered.** The Financial Bid will be opened after evaluation of Technical Bid and Financial Bids of only for those Tenderer(s) who will be qualified in Technical Bid on the specified date and time. The place of opening of the Financial Bids will be same as that of Technical Bid. Unqualified tenderer(s) financial bid will be returned unopened along with EMD after award of contract.

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the Tender will be the next working day at the same time.

The Tenderer(s) are requested to read the Tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the Tenderer from the tendering exercise/process. **The tender documents duly signed and stamped on each pages shall be returned in original with the Technical Bid as a proof to confirm the acceptance of the entire Terms & Conditions of Tender. The unsigned and incomplete Tender will be summarily rejected.** No amendment or addition will be permissible after opening of the Tender.

The Institute reserves the right to reject any or all Tenders, wholly or partially or close the Tender at any stage prior to award of contract without assigning any reason whatsoever.

## **INSTRUCTIONS TO THE TENDERER**

Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The envelope of Part – I should be super scribed as “**Tender for Security Services, Part – I Technical Bid**” and the envelope of Part – II should be super-scribed as “**Tender for Security Services, Part – II Financial Bid**”. It is mandatory to mention Tender number and date in both envelopes.

### **PART –I (Technical Bid):**

Technical Bid should contain the information regarding constitutional documents (Memorandum and Articles of Association or Registration of the Firm etc.), ESI/EPF/GST Registration, Business Turnover, experience in the sector, valid Labour Contract Licenses under Contract Labour Act / Laws and other details of the company / firm to enable judging the suitability of the Tenderer. Self-attested copies of all supporting document should be enclosed with Technical Bid in the prescribed format i.e. Annexure “A”.

The agencies that fulfill the following requirements shall only be eligible to apply.

#### **1. Eligibility Criteria:**

1. Only registered / licensed Security Service Agency with labour Department of any State Govt. / Central Govt. shall be eligible to apply. Self-attested registration copy must be enclosed with Technical Bid.
2. Tenderer should have experience of at-least 3 years from the date of registration for providing the Security Services to the Government / Semi Government Institutions / Large Private

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Organizations. Supporting document (registration / contract order copy) must be enclosed with Technical Bid.

3. The annual turnover of the Tenderer for each of the last three financial years shall not be less than Rs. 50.00 Lakhs (Rupees Fifty Lakhs only). Turnover includes the salary of personnel's paid and service charges of the firm. Audited financial statements duly certified by Chartered Accountant (CA) for the past three years shall be enclosed with the Technical Bid in support thereof along with copies of Income tax return.
4. At least 02(two) contracts in large Industrial / Educational Institute with annual value not less than Rupees 25 lakh each per annum. Satisfactory work experience certificate must be enclosed with Technical Bid.
5. The Tenderer must have not been debarred and / or blacklisted by any Central Government / any State Government Department and / or the Tenderer should not have any litigation in any of the Labour Courts. An affidavit to that effect Non-Judicial Stamp paper of Rs. 10/- duly notarized shall be enclosed with The Technical Bid. The proforma of the affidavit is attached with the Tender as Annexure – I.
6. The Tenderer shall be required to submit the earnest money (EMD) for an amount of Rs. 1,00,000/- (Rupees One Lakhs only) refundable and non-refundable tender fee for an amount of Rs. 1000/- (Rupees One Thousand only) by way of demand draft only. The demand draft shall be drawn in favour of "IIM, Sirmaur" payable at Paonta Sahib. **The two separate demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the Technical Bid.**
7. The Agency must have the capability to provide the vehicles and wireless communication equipment's to their staff, if required. Supporting documents must be enclosed with Technical Bid.
8. The Tenderer shall submit the copy of the Tender document and addenda thereto, if any, with each page of this document signed and stamped to confirm the acceptance of entire term & conditions of the Tender by the Tenderer.

The bid of any Tenderer(s) who has not complied with one or more of the conditions of eligibility criteria and / or fail to submit the required documents as required / or mentioned in Tender document are liable to be summarily rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract to the contractor or thereof, without assigning any reason whatsoever.

## **2. Earnest Money Deposit:**

The Tenderer shall be required to deposit the earnest money for an amount of Rs. 1,00,000/- (Rupees One Lakhs only) refundable and non-refundable tender fee for an amount of Rs. 1000/- (Rupees One Thousand only) by way of demand draft only. The demand draft shall be drawn in favour of " IIM Sirmaur" payable at Paonta Sahib. Two separate DDs to be submitted for both.

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**The demand draft for earnest money deposit (EMD) & tender fee must be enclosed in the envelope containing the Technical Bid. Any Technical Bid without the demand draft of earnest money deposit and tender fee is liable to be rejected.** The Institute is not liable to pay any interest on such amount. Earnest money deposit shall be forfeited, if the Tenderer withdraws its bid during the period of Tender validity.

The earnest money deposit of the Tenderer whose tender has been accepted will be returned on the submission of performance security. Earnest money deposit (EMD) of the successful Tenderer shall be forfeited, if it refuses or neglects to execute the agreement or fails to furnish the required performance security within the time frame as specified by the Institute.

After the award of the contract to the successful Tenderer, the earnest money deposit of all the others tenderers will be refunded within 30 days.

### **3. Local Conditions:**

It shall be the responsibility on each Tenderer to fully inform / acquaint / familiarize itself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Tenderer(s) intending to bid shall visit and make themselves thoroughly acquainted with the local site conditions.

The Tenderer(s) can conduct a demographic study to identify the local utility areas (markets /locality / residential area, communication and transport conditions and others requirement to be involved and other feature) which will enable the tenderer to consider all the factors during estimation for performance of services as indicated in the Tender.

The Institute shall presume that the Tenderer(s) has understood and agreed that all the relevant factors have been kept in view while submitting the bids. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the tenderer. Further, no claim for financial adjustment being made by the contract awarded on these Tender documents will be entertained by the Institute.

### **4. Tender Preparation Cost:**

The Tenderer shall solely bear all costs associated with the preparation and submission of the bids, including the site visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case such costs shall be reimbursed by the Institute.

### **5. PART – II (Financial Bid):**

- a) Financial bid should be in the format enclosed with tender at Annexure “B” in separate sealed cover. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
- b) The Bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall

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invalidate the tender. The Tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

- c) Service Tax, GST or any other taxes and Education Cess will be paid extra as applicable and will be charged on service charges.
- d) Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

## **6. Tender Evaluation:**

Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender documents. Evaluation of the proposals shall be done in two stages as:

### **(a) Stage – I (Technical Evaluation):**

Institute shall evaluate the Technical Bids to determine whether these are qualify the essential eligibility criteria, whether the tenderer has submitted the EMD & tender fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are completed and generally in order.

After evaluation of Technical Bids, a list of the qualifying Tenderer(s) shall be made and the Financial Bid of only qualified Tenderer (s) will be opened on the scheduled time in their or authorized representatives presence.

### **(b) Stage – II (Financial Evaluation):**

The Financial bids shall be evaluated on the basis of the Service Charge/Admn. Charges as quoted by the tenderer. The Service Charges/Admn. Charges should be in % of the monthly reimbursement bill.

## **7. Award of the Contract:**

After due evaluation of the Financial bids, the Institute will award the contract to the lowest Tenderer (i.e L-1 firm) (hereinafter referred to as the “Contractor”).

## **8. Commencement of Contract:**

The Contractor shall commence the work from the date of receipt of acceptance of the work order which shall be accepted by the Contractor within not more than 7 days from the receipt of the work order or 10 days from the date of said order whichever is earlier. Whosoever, will be the L-1, must have to start to provide services to the Institute **w.e.f. January 1, 2019** without any excuse.

## **9. Performance Security:**

The Contractor shall be required to furnish a Performance Security on or before the date of commencement of the contract for an amount of Rs. 5, 00,000/- (Rupees Five lakhs only) in the form of irrevocable bank guarantee by any nationalized bank in prescribed format.

The Performance Security as furnished by the Tenderer shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor under the agreement to be executed by and between the Institute and the Contractor (Firm/agency).

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In case the period of contract is extended further by the Institute in consultation with the contractor, the validity of Performance Security shall also be extended by the contractor accordingly, so that such Performance Security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

Failure of the contractor to comply with the requirements any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of Performance Security.

#### **10. Termination of the Contract:**

The Institute reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest such:

- (a) If the Contractor fails to provide the services as envisaged herein within the period(s) specified in the Contract or any extension thereof as may be granted by Institute.
- (b) If the Contractor fails to perform any of the obligation(s) under the Contract.
- (c) If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit / Performance Security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the contractor is liable for action as appropriate under the extant laws.
- (d) The contractor is not eligible for any compensation or claim in the event of such cancellation.

#### **11. Contractor's Obligations:**

1. Contractor shall responsible for providing Security Services in the Institute as mentioned in the tender document.
2. Presently 24 × 7 Security Services will be required at the following places:

<b>S. No.</b>	<b>Description of Work Places</b>
---------------	-----------------------------------

- |      |  |
|------|--|
| I.   | Institute Hostels (Atharva and Yajur), Paonta Sahib, Sirmaur, H.P.       |
| II.  | Institute Academic Block, Paonta Sahib, Sirmaur, H.P.                    |
| III. | Institute Permanent Location (Dhaura Kunan), Paonta Sahib, Sirmaur, H.P. |
| IV.  | Director's Leased accommodation at Paonta Sahib, Sirmaur, H.P.           |

3. The Contractor shall provide security arrangement for guarding of the Institute as required by the Institute. Moreover, the Contractor shall also protect the Institute from anti-social elements.
4. Contractor shall ensure the protection of all the properties and personnel's of the Institute, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.
5. Any theft, pilferages or damages to cargo, property, machinery, equipment, etc. entrusted to Institute or are in the Institute custody or within Institute premises during the contract period shall be charged to the Contractor, if it was caused due to negligence of the contractor. The decision of Institute in this regard will be full and final.
6. The Contractor will also be responsible to ensure that no goods / stores / cargo / vehicle / dry wood or scrap etc., goes out of the Institute premises without proper authorization and / or Gate pass.

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7. It will be responsibility of contractor to provide vehicle for transportation of personnel's deployed at various site as identified by the Institute at its own cost.
8. The contractor shall properly train all its supervisors & guards to maintain liaison with the local Police, Fire Brigade Station, Hospital authority and shall inform them first in case of any incidental eventuality.

The contractor will also liaison with "Authorized Person" of the Institute at their office / or residence, and will inform them immediately, even after office hours about any untoward incident happened in the premises of the Institute.

9. The contractor shall deploy required number of trained and experienced guards to provide the said services and immediately communicate their names, residential address, age, with / without arms, police verification and medical fitness certificate etc. within 15 days from the date of their deployment.
10. Contractor will have to open an saving/RTGS account of the deployed personnel's with State Bank of India, Paonta Sahib branch. You will be required to submit the certificate, duly certified by the Bank Manager, giving details of wages of the deployed personnel's for the preceding month, deposited in the personnel's account.

**The certificate shall be submitted with monthly reimbursement bill as proof of payment of wages of personnel's for which reimbursement is claimed.**

11. The contractor would be required to ensure that the payments of its workers are in strict observance of Minimum Wages Act. The payment will have to be made on or before 7<sup>th</sup> day of every month, through the mode of RTGS/NEFT ONLY, failing which Institute will have the right to impose Rs. 5, 000/- fine per day basis on the vendor.
12. The Contractor will submit the pre-receipted duly stamped printed bills in prescribed format for reimbursement of wages paid to the personnel's deployed under the contract in triplicate of preceding month. Each Monthly bill must accompany the:
  - (1) Satisfactory work completion certificate issued by concerned Officer of Institute.
  - (2) Separate list of the guards and reliever engaged.
  - (3) Duration of their engagement, duly verified by the concerned Officer of Institute.
  - (4) Certificate of RTGS/NEFT transfer of wages of such guards, issued by the concerned Bank Manager, at Paonta Sahib, Sirmaur.
  - (5) Copies of authenticated documents of payment of contribution of ESI / EPF of such guards.
13. The Contractor shall provide 02 sets of uniform, each for summer and winter, and 01 set of shoes including 2 sets of socks, caps, canes / stick, torch, rain coat, sweater, heater and walkie-talkie to every guard at their own cost and expenses, and they keep it net and clean.
14. The Contactor will undertake the firefighting operations. It is essential that all guards shall be fully trained in firefighting operations. They will also be required to conduct monthly fire drill and be updated on its operation and technique.

## **12. Institute Obligations:**

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1. Institute will reimburse the amount to the contractor within 15 working days from the date of the submission / or verification of bill. The Institute on the receipt of the bill will check all the records and there after process the bill for payment.
2. The Institute will only reimburse the minimum wages and statutory obligations like: EPF, ESI etc. paid in the bill for monthly reimbursement.
3. The Institute will not charge any amount from the contractor for water and electricity consumed during the execution of services.
4. Income Tax and other statutory levies as applicable from time to time will be deducted at the source from the services charges of the Contractor.
5. GST/ other taxes as payable on services charges shall be reimbursed by the Institute.

### **13. Terms and conditions:**

1. The Institute would raise an indent for Supervisors and Guards as required form time to time. Indent may specify the qualification and experience required for such personnel's. Presently 26 personnel's are deployed at Institute out of which 3 are ladies guards for Girls Hostel.
2. Institute reserves the right to take an interview of the security personnel's are being deployed to access the suitability. The decision of the Institute regarding the suitability of personnel's shall be final.
3. Reimbursement of wages will be restricted to the minimum wages as fixed by Central Govt. or as the wages fixed by the Institute as the case maybe with all the dues like EPF, ESI throughout the tenure of contract. It shall incumbent upon the contractor to pay the wages to its personnel's as fixed by the Central Govt. or as fixed by the Institute as the case may be. Any violation shall attract the cancellation of the contract and the legal action as per Laws.
4. Institution allows deployment of reliever in excess of the indented strength limited to 1:6 of the indented strength and further limited to the actual deployment in this regard. The contractor shall give the name of the personnel who will be relieved in advance. Attendance sheet for these relievers shall be kept separately so that it is open to instant inspection. No Over Time Allowance (OTA) will be paid to workers, deployed as relievers or those deployed against indented strength.
5. The Contractor shall abide by all laws and rules and regulations framed there under or any other statutory obligations which are in force from time to time in respect of personnel's deployed. The contractor shall indemnify the Institute from any claims in this regard.
6. The personnel's deployed by the Contractor shall not be below the age of 18 years and should have a valid contract of employment with the Contractor.
7. The guards at the time of duty shall wear proper uniform and keep identity card, possess a torch (during night shift), a baton or fire arms (whenever prescribed), with latest communication systems provided by the contractor and maintain decorum of good behavior at all times.
8. The contractor shall ensure that the guards deployed are in discipline and do not participate in any activity prejudicial to the interest of the Institute / Govt. of India / any State or any Union Territory.

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If it's found that any guards / personnel's are participating in any prejudicial activity, it shall be rendered immediately, no claim shall be maintainable against Institute against such removal.

9. The guards deployed by the contractor in the Institute shall be render immediately, if the Institute considers such removal are necessary. In case of removal of such personnel, no claim shall be maintainable against the Institute.
10. The Institute reserves the right to inspect, from time to time, duty, the uniforms worn by the security personnel's as well as their fitness to perform duty up to the satisfaction of the Institute. If the guards / personnel's are found absent from their duty place / or not wearing the proper uniform at the time of duty, at the time of inspection, then penalty of Rs. 250/- per personnel's per day shall be imposed.
12. The Contractor shall make serious efforts to control and eliminate the cattle menace, which include not only dogs but also other animals like cows, buffaloes, snakes, pigs etc., from the campus premises.
13. Institute will not provide any residential space for accommodation to contractor. The contractor has to make its own arrangement for the accommodation of the deployed staff. However, a changing / duty room shall be provided by the Institute.
14. All the assets and articles provided by the Institute shall be the property of the Institute and the contractor shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the Institute may decide at its sole discretion, such property shall be handed over to the Institute forthwith.
15. The guards / personnel deployed by the contractor for the security of the Institute will be the employees of the contractor and the Institute shall have nothing to do with their employment or non-employment.  
Under no circumstances any liability in respect of matters connected with their employment shall be held against the Institute and the personnel's deployed by the contractor shall have no right whatsoever to claim employment from the Institute.
16. The Contractor shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff deployed in the security of the Institute by organizing suitable training programs for them on the routine basis.  
This training program may be included in their duty, like two hours in a week. It may include various aspects of security of a vital installation, major expected threats, and measures to curtail these threats, use of security equipment's, and use of fire arms to armed guards etc.
17. Any payment, required to be made by the contractor to its guards / personnel's, in compliance with all the laws of the land, shall be the sole responsibility of contractor. This would include specific responsibility with regard to the provision of the Minimum Wages Act and / or any other laws, rules and regulations which may be applicable in the instant case. The Institute will in no case be responsible for default, if any, in this regard.

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18. If any injury is caused to any worker by accident arising out of the in the course of his / her deployment, Contractor shall be responsible to pay compensation in accordance with the provision of Laws (as applicable). Institute shall not be subjected to own any responsibility under the provision of any such Act, Laws or Rules.
19. The Contractor shall not appoint any sub-agency to carry out any obligations under the contract.
20. The contractor shall have a proper system for inspecting the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
21. The contractor shall have resources to assist the Institute in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.
22. The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) and commence the work within 1(one) month from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency/award the contract, as it may deem fit.
23. The posts / couriers received at the main gate should be handed over to the concerned office immediately.
24. Penalty
  - For Complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of security services a penalty of up to Rs. 1000/- per day will be levied.
  - For Unsatisfactory level of security services noticed during the inspection by Institute Officials, a penalty of up to Rs. 5000/- per day will be levied.

#### **14. Arbitration:**

In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the Contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Jodhpur. The decision of the Arbitrator shall be final and binding on both the parties.

#### **15. Jurisdiction:**

The courts at Paonta Sahib alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Paonta Sahib court shall have jurisdiction in the matter.

#### **16. Clarification:**

The prospective tenderer requiring any clarification regarding the tender document are requested to contact purchase section email id: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in). The purchase section will

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respond in writing to any request for clarification, which is received not later than the 10 days before the last date of submission of Tender.

At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by amendment.

The amendment will be published on Institute website. In order to afford prospective tenderers reasonable time in which to take the amendment into account in preparing their bid, the Institute may, at its discretion extend the deadline for the submission of Tender.

**17. Special Term & Condition:**

On 26<sup>th</sup> January and 15<sup>th</sup> August the contractor shall ensure that the guards/ personnel's deployed are in proper uniform and the rehearsal of the parade has been done one day in advance and the security Supervisor / Officer will ensure that the arrangement for the flag hoisting in the Institute.

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**Annexure - A**  
**Format for Technical Bid (on letter head)**

S. No.	Descriptions	Information to be filled by the tenderer ( if required separate sheets may be enclosed)	
1.	Name and address of firm/agency with complete contact details		
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)		
3.	Name and Address of the directors proprietor/partners		
4.	Year of formation of the company / experience as a Labour supplier agency		
5.	Details of registration	R. No.	Copy enclosed : Y / N
6.	Total number of employees of the Firm		List enclosed : Y / N
7.	Income tax return for the last three financial years (attach copies)	Copy enclosed : Y / N	
8.	Total turnover of the agency during last three financial years (attach copies)	Copy enclosed : Y / N	
9.	Details of registration with statutory authorities like EPF and ESIC, etc.(attach copies)	PF Registration No.	Copy enclosed : Y / N
		ESI Registration No.	Copy enclosed : Y / N
10.	(a) Service tax number/Certificate/GST	No.	Copy enclosed : Y / N
	(b) PAN number	No.	Copy enclosed : Y / N
11.	Details of Tender Document Fee	DD No.	Date:
12.	Details of Earnest Money	DD No.	Date:
13.	Any other information		

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List of Major Clients, including Govt. Organizations/Academic Institutions.

S. No.	Name of Client with contact Details	Category/Nature of Workers supplied	Period for which Supplied	No. of Person Supplied
1)				
2)				
3)				
4)				
5)				

Copies of relevant documents are to be enclosed in support of above information.

**Turnover during the last three years**

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2015-16		Y / N
2.	2016-17		Y / N
3.	2017-18		Y / N

Please enclose documentary evidence for above facts, duly verified by the Chartered Accountant (CA). Copies of relevant documents are to be enclosed in support of above information.

**Undertaking**

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the Scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

Signature of the authorized signatory of the agency  
Official seal/ stamp

Date:

Place:

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**Annexure – B**

**PROFORMA FOR FINANCIAL BID (on letter head)**

**FINANCIAL/PRICE BID**

To,

The Stores Purchase Officer,  
Indian Institute of Management,  
Rampurghat Road, Paonta Sahib,  
Sirmaur, H.P. – 173025,

Dear Sir,

1. I/We, submit the sealed price bid for appointment as \_\_\_\_\_ Contractor at IIM, Sirmaur\_\_\_\_\_.
2. I/We thoroughly examined and under stood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide security at the following percentage of Service Charge/Admn. Charges on the basic minimum wages notified by the Govt. of H.P/Govt. of India as the case may be, applicable at the time of award of the contract for the contract for the entire tenure of the contract. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum wages.

	Security Supervisor (Charges per month )			Security Guard		
	Per person	02 persons	Total	Per person	24 persons	Total (Rs.) Both figure and words
Minimum wages						
ESIC						
EPF						
Services charges/ Administrative Charges						
GST						
Grand Total						

Any rates quoted in any other manner than the above will summarily rejected. In case the minimum wages is revised upward, the contractor is not entitled for revision of his service charges.

- a. I/We undertake to take responsibility of statutory liabilities such as minimum wages. EPF & ESI, Bonus etc. and will charge as per actual contribution made to concerned

Stamp & Signatures of the Tenderer

authorities against documentary proof and no service charges/Admn, overhead will be payable on these contribution.

- b. The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of Security Guard accepted by IIM, Simaur.

4. I/We agree to keep the offer open for acceptance up to 03 months./We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the IIM, Sirmaur, the offer will remain open for acceptance till the next working day.
5. As required, no document are being enclosed with price bid. The demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is enclosed with the technical bid as earnest money and tender fees in the event of my tender being accepted. I/We agree to furnish a security deposit as follows (here indicate the manner in which security is deemed to be furnished).
6. I/We do hereby declare that the entries made in the tender and appendixes/schedules attached with Technical Bid are true and also that we shall be bound by the act of my/our duly constituted attorney, Shri \_\_\_\_\_ whose signature are appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern whether any intimation of such charge is given to the IIM, Sirmaur or not

Yours faithfully,

(\_\_\_\_\_)

Signature of Tenderer

(Capacity in which signing)

.....

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## Annexure – I

### **DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labor courts.

Or

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by IIM, Sirmaur, and EMD / performance security shall be forfeited.

In addition to the above, IIM Sirmaur, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

**Attested:**

(Public Notary / Executive Magistrate)

Name \_\_\_\_\_

Address \_\_\_\_\_

----- The End -----

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