



॥ सा विद्या या विमुक्तये ॥

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भारतीय प्रौद्योगिकी संस्थान धारवाड

**Indian Institute of Technology Dharwad**  
Near High Court, PB Road, Dharwad-580011  
TEL NO. : +91 836 2212 839

**TENDER FOR PROVIDING SECURITY  
SERVICES TO IIT DHARWAD**

**Tender No.: IITDH/CS/2021-22/Security/05**

## Notice Inviting Tender (NIT)

1	Date of Tender Publishing on website	01.09.2021
2	<b>Pre-bid meeting and Site visit at IIT Dharwad</b> <b><u>(Attending Pre-bid meeting &amp; Site visit is a mandatory condition for participating in this tender)</u></b>	13.09.2021 at 1100 hrs (Please bring 'RT-PCR Negative Report' (Not older than 72 hours) or Certificate regarding 2nd dose of vaccination)
3	Date of publishing pre-bid queries (to be uploaded on the website) and publishing revised RFP (as the case may be)	16.09.2021
4	Tender submission start date	17.09.2021
5	Last Date and Time for Submission of Tender	28.09.2021 at 1100 hrs. • (Late bid/s will not be accepted)
6	Opening of Technical Bid	28.09.2021 at 1130 hrs.
7	Address for submission of bid documents	<b>The Assistant Registrar (C&amp;S)</b> <b>IIT Dharwad</b> <b>Pune Bengaluru Highway</b> <b>Near High Court Dharwad bench</b> <b>Dharwad, Karnataka – 580011</b>
8	Venue for opening of Technical Bid	Same as above
9	Duration of Contract	Please refer to Point no. 3 (e) under clause procedure for submission of proposal
10	EMD	EMD will not be charged however if the bidders withdraw or modify their bids during the period of validity, they will be suspended from participating in any of the IIT Dharwad requirement / Tender (including this requirement) for five (05) years.
11	Estimated tender value	<b>Rs.1.12 Crore</b> ( Rs.112 Lakhs) (Approx.)
12	Schedule of Opening Commercial Bids	Schedule for opening of Commercial Bids will be notified only to the bidders qualifying the Technical Bid evaluation. Presence of the bidder or his/her authorized representative at the time of opening of the Commercial bids is highly preferable.

**Detailed tender notice can be downloaded from the website of the Institute at: [http://iitdh.ac.in/announcements\\_tenders.php](http://iitdh.ac.in/announcements_tenders.php)**

The right to suspend the tender process or part of the process, to accept or reject any or all the tenders at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereto vests with IIT Dharwad without any obligation or liability whatsoever.

**Sd/-**  
**Assistant Registrar (C&S)**  
**IIT Dharwad**

## **ELIGIBILITY AND PRE-QUALIFICATION CRITERIA**

All bidders must meet following criteria before they apply for the bid. The bidders meeting the criteria must enclose their supporting documents along with the technical bid. Any bidder/buyer not fulfilling any of the criteria duly supported by the indicated documents shall be out-rightly rejected and the bid shall not be considered for further evaluation.

<b><u>Sl. No.</u></b>	<b><u>Criterion</u></b>	<b><u>Document/s to be provided</u></b>
a)	The bidder shall be a firm/ company / partnership / proprietorship firm registered under the Indian Companies Act, 1956 / the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of incorporation and/or Partnership Deed. (As the case may be)
b)	Empanelment certificate (with photograph and signature of the proprietor / Directors) under Private Security Agencies Regulation Act, 2005/Karnataka Private Security Agencies Rules, 2008/Director General Resettlement (DGR) Registration	Copy of certificates
c)	The bidder should be in Security Service business for not less than five years before 31.08.2021. Bids of firms which are not in security service business for 5 years as mentioned above shall not be considered.	To be certified & validated by Chartered Accountant (CA) of the bidder's Organization with the name of CA, registration number, signature and stamp.
d)	Bidder should have a minimum average turnover of <b>Rs.1,00,00,000/-</b> (Rupees one crore) each in last three years exclusively from providing security services. For this purpose last financial year would be considered as the one ended on 31.03.2021 and not any later period.	
e)	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2020-21, 2019-20 & 2019-18)	
f)	Bidder should be registered with Income Tax and Goods & Service Tax departments	
g)	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act).	(a) Attested copy of PAN Card (b) Attested copy of Goods & Service Tax (GST) registration certificate  (a) Attested copy of the Employees Provident Fund (EPF) registration letter / certificate. (b) Attested copy of the Employees State Insurance (ESI) registration letter / certificate.

h)	<p>The bidder or any of its partners/directors etc. should not have been blacklisted/debarred by any of the government agencies or departments or should not have been found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.</p>	<p>Self-Declaration in the format given in Appendix-'D'</p>
i)	<p>The bidder should have a registered Office for security services at Dharwad/Hubballi or should open a registered office in Dharwad at the time of award of contract so as to attend to IIT Dharwad calls within 30 Minutes and resolve the issues if any at the earliest. The Office should be registered with the Hubballi Dharwad Municipality Corporation (HDMC)/Labour Commissioner office or it should be registered under the Karnataka Shops and Commercial Establishment act, 1961.</p>	<p>Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI). Or in case the bidders are presently not having office at above mentioned location then they should provide an undertaking to open a registered office within 30 days of award of contract <b>(Appendix "K")</b> be provided within the stipulated time.</p>
j)	<p>The bidder must visit the site and participate in the scheduled pre-bid meeting (Refer NIT).</p> <p>The bidders will be given an opportunity for site visit and understand user requirement on ground, provide inputs and seek clarifications. All such clarifications and inputs are to be preferably send in advance before the scheduled date of pre-bid meeting to <a href="mailto:arcs@iitdh.ac.in">arcs@iitdh.ac.in</a>.</p>	<p>A roll of attendance of all those attending the pre-bid meeting and site visit, authenticated by suitable IIT Dharwad authority will be published with pre-bid meeting on IIT website. <b>IIT Dharwad reserves a right to technically reject bids</b> received from bidders who have not participated in the pre-bid meeting.</p>

k)	<p>The bidder must have carried out following security or similar assignment of minimum indicated value: -</p> <p>(a) Three (03) completed annual security or similar services costing not less than the amount equal to 40% (Forty percent) of the estimated cost (i.e. Rs. 44,80,000/- each); or</p> <p>(b) Two (02) completed annual security or similar services costing not less than the amount equal to 50% (Fifty percent) of the estimated cost ( i.e. Rs. 56,00,000/- each); or</p> <p>(c) One completed annual security or similar service costing not less than the amount equal to 80% (Eighty percent) of the estimated cost (i.e. Rs. 89,60,000/-).</p>	<p><b>Certified Work order / Supply Orders / Agreements for award of security service</b> in support of past orders / contracts with Government clients / PSUs / Public Sector Companies / Banks / Central &amp; State Educational Institutes of repute.</p> <p>The contractor will have to furnish <b>Satisfactory work completion certificate</b> of concerned contract concluding authorities from concerned organization for verification of successful / satisfactory completion of such security service.</p>
l)	<p>In case the bidder has provided service to IIT Dharwad in the past, the service should be satisfactorily completed.</p>	<p>A certificate of satisfactory service completion from competent authority of IIT Dharwad must be attached, else the bid will be technically rejected.</p>
m)	<p>Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.</p>	<p>All the pages of the tender document should be signed by the bidder. Power of attorney / authorization along with Name, contact details and designation of the representative, duly signed by the proprietor / all the partners / the board (as the case may be) must be submitted along with the technical bid.</p>

**Note:-**

- a. **Failure on the part of the bidder to participate in the mandatory pre-bid meeting and site visit will result in rejection of his bid as nonresponsive.**
- b. **Any firm/bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents shall be out rightly rejected and the bid shall not be considered for further evaluation.**

## **PROCEDURE FOR SUBMISSION OF PROPOSAL**

1. The Bidder is expected to read and examine all the terms and conditions, of the tender document with full understanding of its implications. Failure to furnish all information required or submission of a bid not substantially responsive in all respect will be at the Bidder's risk and may result in outright rejection of the bid.
2. **Acquaintance of the Nature of Work:** - It shall be the responsibility of the bidder to acquaint himself about the correct nature of the work and requirement of the Institute, according to which the service is expected.
3. **Format for submission of bid :-** The bids shall be submitted in following manner: -
  - a) The bid must be submitted in two parts comprising of Part-I : Technical Bid and Part-II: Financial Bid (i.e. Price Bid)
  - b) Technical Bid along-with supporting documents, shall be submitted in separate sealed envelopes and then encased inside one sealed envelope super scribed `Technical Bid for providing security services at IIT Dharwad.' All the pages of this tender document, along with necessary Appendices (as applicable) duly signed and stamped, will form the technical bid.
  - c) The Price Bid as per the format as per **Appendix "E"** with this tender document, should be duly filled, stamped and signed by the authorized signatory of the agency/ firm / company and sealed in a separate envelope super scribing `Price Bid for providing security services at IIT Dharwad'
  - d) The Technical bid and the Price bid shall be sealed in one envelope super scribing "Tender for providing security services at IIT Dharwad". The bids shall be dropped in the tender box placed at the entrance of the Administrative block, IIT Dharwad or can be submitted by registered post (at own risk for delays) to the following address:  
- **IIT Dharwad, WALMI Campus, PB Road, Belur Industrial area, Near High Court of Karnataka Dharwad bench, Dharwad-580011** within the given date and time (Please refer the NIT). The technical bids shall be opened as per schedule placed at Notice Inviting Tender (NIT). The vendors who are short listed after qualifying technical bid evaluation will be intimated the date of opening of price bids subsequently through proper means. IIT Dharwad reserves the right to reject any or all the tenders/bids without assigning any reason thereof.
  - e) **The tender for providing security services at IIT Dharwad shall initially be provisionally awarded for a period of three (03) months from the date of issue of work order.** After efficacious and satisfactory run of service for a period of three months and delivery of essential contractual obligations, the contract may be extended further for nine (9) months to complete one year. The contract may thereafter be extended on a year to year basis for a period of two years (maximum 03 years in total) based on mutual agreement and subject to providing satisfactory service by the bidder to IIT Dharwad. The option to extend contract at any stage shall solely depend upon IIT Dharwad.

- f) For any query/clarification please contact Assistant Registrar (C&S) IIT Dharwad during working hrs. on phone No. 0836-2212-823 and at arcs@iitdh.ac.in. Bidders can seek clarifications only till the date of pre-bid meeting. No query / input from bidders will be addressed from the point of view of modification in IIT Dharwad requirements after the pre-bid is over.
- g) Bidders are invited to participate in the pre-bid meeting scheduled as per the NIT at IIT Dharwad, WALMI Campus, Dharwad-580011. Bidders are requested to inform all inputs / queries in advance to arcs@iitdh.ac.in before start of the meeting for early resolution.
4. **Amendment in RFP.** The tender document can only be amended after the pre-bid meeting before start of tender submission. The Institute may at its discretion extend the last date for the receipt of Bids at its discretion.
5. **Bid Disqualification.** The proposal is liable to be disqualified in the following cases: -
- a) Proposal not submitted in accordance with this document and in proper formats during validity of the proposal, or its extended period, if any, the bidder changes his quoted prices/rates.
  - b) Proposal is received in incomplete form.
  - c) Proposal is received after due date and time.
  - d) Proposal is not accompanied with all requisite supporting documents
  - e) Information submitted in technical 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 during the tenure of the contract including the extension period if any financial proposal is enclosed with the same envelope as technical proposal.
  - f) Bidder fails to deposit the Bid security or fails to enter into a contract within specified date of notice of award of contract or within such extended period, as may be specified by Institute.
6. **Right to Accept / Reject Bids.** The Institute reserves the right not to accept any bid and to annul the tender process and reject all bids at any stage, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for such action.

## **PROCEDURE FOR EVALUATION OF THE BIDS**

- a) Technical bids will be opened first and evaluated based on the documentary validation and minimum eligibility criteria stipulated in the tender document. Bidders are to index their technical bid documents as per **Appendix 'A'**. Commercial bids of only technically suitable / qualified bidders will be opened.
- b) The bidders will have to quote the price as per the format provided in the **Appendix "E"**. The lowest bidder will be adjudged as L1, who will be awarded the work. The L1 bidder shall be decided on the basis of the lowest grand total rate offered (exclusive of GST).
- c) The Price Bid is to be quoted after taking into account - **Minimum Wages for Zone 'B', as prescribed by Central Ministry of Labour & Employment, Govt. of India**, as applicable on the date of issue of this tender. ESI, EPF & other statutory payments should not be less than what is stipulated by the statutory provisions / acts by the Central Government. Any bid quoting labour wages lower than the minimum wages will be rejected.
- d) The Price bid must be strictly as per the price bid format. **Conditional offers or proposals not furnished in the format attached at Appendix 'E' shall be considered non-responsive and are liable to be rejected.**
- e) Only well justified rates will be accepted. Nil consideration and unjustified quotes will be summarily rejected.



## **SCOPE OF WORK/CONTRACT**

1. IIT DHARWAD currently operates from about 135 acres WALMI (Water And Land Management Institute) Campus and other leased buildings in and around Dharwad town with various facilities spread across a large area. Also, construction work at the permanent campus site which is approx. 470 Acres (at village Chikkamalligewad, Dharwad) is currently in progress.

2. This tender document provides for requirement of Providing Security Service at **IIT Dharwad, WALMI campus** to the entire satisfaction of the Institute authorities. Security services will be comprehensive in nature covering all aspects of security of IIT Dharwad premises and other leased buildings. The scope of work is as follows : -

- (a) To provide surveillance at IIT Dharwad (as defined above) at all-time on all days, also to protect IIT Dharwad land, natural resources, construction site, buildings (including leased / hired buildings), fittings and fixtures, equipment, office records, movable and immovable items of IIT Dharwad.
- (b) Maintenance of law and order at IIT Dharwad at all times.
- (c) To manage and regulate traffic, both vehicular and pedestrian at the Institute and to restrain trespassers / intruders and taking necessary action in consultation with IIT Dharwad authorities.
- (d) To manage and monitor all entry and exit points and to deal with defaulters ensuring that the persons of doubtful antecedents are not permitted inside the campus and that IIT Dharwad is free from tress-passers, squatters and stray animals.
- (e) To secure main entry and exit points of various facilities / departments / Sections / Offices of IIT Dharwad. Checking, verifying, controlling and managing entry and exit of personnel, material and resources.
- (f) To Check material / property, going out of the building/campus through proper management of Gate Pass in consultation with the IIT Dharwad authorities
- (g) To provide aid and assistance to the campus inmates in need or in emergency situations including assisting / guiding hostel inmates / Students with institute rules and directions.
- (h) Carrying-out regular patrolling throughout IIT Dharwad campus to check sabotage, theft, pilferage by manning security posts through adequate number of guards in consultation with the IIT Dharwad authorities. Patrolling shall be carried out in adequate frequency consulting IIT Dharwad authorities.
- (i) To investigate security incidents at IIT Dharwad and to report such occurrences to the institute authorities.

- (j) Carrying-out prompt and necessary action in case of Fire, Accident, Theft, Trespassing, Suicide, Physical fight etc. or any other exigency.
- (k) To liaise and coordinate with Police, Fire and other disaster management authorities when needed to promptly deal with emergencies, safety and security issues.
- (l) Lodging of Complaints / FIR in case of any crime or violence and assist the police and other security agencies in their investigation in any related matter shall be sole responsibility of the contractor.
- (m) Implementation of orders/directions from institute authorities for day to day functioning of the institute and implementation of security measures. Ensuring effective inter-communication among security organization of IIT Dharwad
- (n) To provide continuous security service 24X7 to IIT Dharwad throughout the year.
- (o) Any other responsibility in connection with performance of the roles specified though not specifically covered above shall also be considered as part of the responsibilities of the contractor.
3. In the event of death, fire, accident, suicide, natural calamity, rape, molestation, theft, pilferage, sabotage, intrusion, trespassing or any other incident, the Contractor will deal with the incident professionally through security personnel deputed by him and immediately inform IIT Dharwad and other concerned authorities on first instance through the fastest means. In order to tackle eventuality, the contractor will devise Standard Operating Procedures and will get them approved by the IIT Dharwad authorities before implementation.
4. **Manpower requirement**- The numbers of guards may increase or decrease from time-to-time as per the existing requirement of IIT Dharwad of the time. Following security manpower is required to be provided by the Contractor: -

<b><u>Sl No</u></b>	<b><u>Shift (08 hrs each)</u></b>	<b><u>No. of Guards required</u></b>		<b><u>No of supervisors</u></b>
		<b><u>Male</u></b>	<b><u>Female</u></b>	
(a)	0600 hrs. - 1400 hrs.	06	02	01
(b)	1400 hrs. - 2200 hrs.	06	02	01
(c)	2200 hrs. - 0600 hrs.	06	02	01
<b>Total</b>		<b>18</b>	<b>06</b>	<b>03</b>

5. In addition, the contractor has to ensure availability of following equipment and vehicles at site in operational condition at all time, otherwise; standby are to be provided: -
- One brand new Motor Cycle (110 cc and above) patrolling thrice in each shift covering an area of 135 acres (minimum 15 kms in each shift i.e. 45 kms in 24 hrs). Standby motorcycle has to be provided by the contractor at any point of unavailability due to any reasons.
  - Rechargeable LED torch flashlight with 3000 mAh lithium ion battery 7-10 hrs battery backup search light long range LED torch for all security guards deployed during the night shift (post wise).
  - Basic Mobile phones of Brand (Redmi, Samsung, Oppo, OnePlus, Vivo, Panasonic, Realme, MI, Nokia, LG, Micromax, Motorola, Lava, Gionee, Xiaomi, BlackBerry, Huawei, ASUS, Lenovo, Google are only acceptable) with all-time calling and receiving facility are to be provided to all posts.
  - One carriage mirror, two metal detectors.

**6. Qualification of Security Personnel to be deployed: -**

<b>Description</b>	<b>No.</b>	<b>Minimum Qualification</b>
Supervisors (Male / female)	03	Ex-Service Men or retired personnel from para military forces or Police or Railway Police with a service of minimum 15 years. Must be able to understand Kannada, Hindi and English and speak at least two languages fluently.
Security Guard (Male)	18	Should have passed min 10th std and should preferably be able to understand Kannada, Hindi, English and read / write / speak at least two languages fluently. Should have at least 3-year of experience working as security guard at a reputed organization comparable to IIT Dharwad in terms of area and size. *It must be noted that (Minimum 10 Ex-Service Men or retired personnel from para military forces or Police or Railway Police must be deployed out of the 18 male security guards)
Security Guard (Female)	06	Should have passed min 10th std and should preferably be able to understand Kannada, Hindi, English and read / write / speak at least two languages fluently. Should have at least 2-year experience of working as security guard at a reputed organization comparable to IIT Dharwad in terms of area and size. *It must be noted that (Out of deployed 06 female guards, preferably 02 should be retired personnel from para military forces or Police or Railway police)

a) Age: -

The age limit for Security Guards

**25-45 years**

The age limit for Security Supervisors

**35-50 years**

- b) The employed security staff should be Indian nationals.
- c) The employed security staff should have proficiency in handling following security / surveillance equipment: -
  - (i) Hand held Metal detector (HHMD)
  - (ii) Trolley Mirror (Under Vehicle Search Mirror) / carriage mirror.
  - (iii) Security Cameras, Electronic Surveillance equipment like Access Control System, etc.
- d) The employed security staff should have undergone security training and should have certificate authenticating the same.
- e) The security personnel fulfilling the above criteria will be approved through screening by IIT Dharwad authorities before being deputed. "The finalized and approved individuals will not be changed without prior approval from IIT Dharwad authorities".
- f) The prospective bidders may kindly be noted that security service is to be provided round the clock. It is advised to maintain an additional work force at 1/6<sup>th</sup> of the above requirement to ensure compliance to the labour laws. Over and above this, the bidder is also required to have buffer manpower to cater to medical emergencies, weekly off, leaves availed by the guards or any other unforeseen event/s.
- g) It may kindly be noted that in order to encourage more No. of Ex-servicemen, IIT Dharwad will pay an additional amount of 5% over and above the (minimum wages + DA) specified for this tender to the Ex-Servicemen Security Guards & additional amount of 10% over and above (minimum wages + DA) to the Ex-Servicemen Supervisors.

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

### **(a) Employment of manpower by Contractor :-**

- (i) Security agency shall only employ man power who satisfies the buyer about his character and antecedents and has completed the prescribed security training. Contractor shall only engage man power fulfilling such physical standards as may be prescribed in the PSARA 2005 and rules. Further man power shall satisfy any other conditions as may be prescribed in relevant rules.
- (ii) No person who has been convicted by a competent Court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the Contractor

- (iii) The authority of taking disciplinary action against any security guard lies only with IIT Dharwad with respect to any lapses in discharging of duties. IIT Dharwad shall have the right, to have any personnel removed who is considered to be undesirable.

**(b) Issue of photo identity card :-**

- (i) Every security man power / person deployed by the Contractor shall be issued with a Photo identity card by the Contractor.
- (ii) The photo identity card shall be issued in such a form as may be prescribed by IIT Dharwad and complying with PSARA Act and rules.
- (iii) Every security man power / person shall carry his photo identity card issued under and shall produce it on demand for review by the IIT Dharwad or any other officer authorized by same.

**(c) Reports**

All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the IIT Dharwad.

**(d) Conduct of the security manpower deployed**

- (i) The security manpower shall not accept any gratitude or reward in any form.
- (ii) Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
- (iii) The personnel engaged by Contractor have to be extremely courteous with very pleasant mannerism in dealing with the IIT Dharwad Staff and should project an image of utmost discipline.
- (iv) Security man power engaged by the Contractor shall not take part in any staff union and association activities.
- (v) The persons deployed shall, during the course of their work be privy to certain confidential documents and information which they are not supposed to divulge to third party. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make Contractor as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract

**(e) Uniform**

- (i) Contractor shall provide and ensure that all security man power shall put on arms badge distinguisher of the Agency for which they are working, shoulder or chest badge to indicate his role or function. Man power employed as Security guards shall have whistle attached to the whistle cord and to be kept in the left pocket, Shoes with eyelet and laces, headgear which may also carry the distinguisher mark of the Contractor.
- (ii) The clothes worn by the security man power / personnel while on active duty shall be such that they do not hamper in his efficient performance. In particular, they will neither be too tight nor too loose as to obstruct movement or bending of limbs.
- (iii) Every man power functioning as security guard will carry a notebook and writing instrument with him.
- (iv) Every manpower functioning as security guard while on active security duty will wear and display photo-identity card issued on the outer most garment above waist level on his person in conspicuous manner.
- (v) The contractor shall ensure wearing of smart, neat, clean and well ironed uniform (fully funded by the contractor) by the staff deployed at IIT Dharwad. The uniform is to be worn by the staff at all time during the deployment and shall be in good condition. The pattern and outlook of the uniform shall be identical.
- (vi) The Contractor shall provide necessary accessories along with uniform to the deployed security personnel at his own cost within 15 days of receipt of work order. The details of uniform to be provided per annum per security personnel is as follows: -
  - a) Two shirts and two trousers for male guards.
  - b) Two pair of salwar kameez or two sarees for female guards.
  - c) One pair of shoes and two pair of socks.
  - d) One jersey / sweater/Jacket for cold weather conditions.
  - e) One Name Plate.
  - f) Two Caps, one Belt and one Scarf.
  - g) Ceremonial uniform with all accessories for special occasions.
  - h) One Rain coat.
  - i) One umbrella.
  - j) One pair of Gum boots (Abrasion resistance, oil and acid resistance, slip resistance, heat resistance).
  - k) One Baton and a whistle for each person.

**(f) Physical standards and Medical check up**

- (i) The Contractor shall provide **medical fitness certificates** in original of all security manpower / personnel within 15 days of the commencement of the contract.
  - (ii) The security man power deployed should be free from evidence of any contagious or infectious disease. He or she should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.
  - (iii) No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Contractor will be entertained by the IIT Dharwad.
8. The contractor shall deploy physically fit, able bodied and alert security staff which shall understand directions given by the IIT authorities clearly. Deployed personnel will have no access to the Admin and Technical Areas except when posted on duty there.
9. The day to day work distribution, supervision and inspection will be carried out by the contractor under his supervision to ensure satisfactory performance by security personnel. The contractor shall supervise and control workmen throughout the period of the Contract.
10. Contractor shall ensure that necessary documentation is maintained by the security organization. The resources required for the same shall be borne by the contractor. In this regard the contractor has to maintain following registers (no exhaustive) that will be countersigned by the authorized official of IIT Dharwad:
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- (i) Contractor shall maintain a register containing names, addresses and photographs of the security manpower / personnel and supervisors under his control.
  - (ii) Contractor will maintain a register on which day to day attendance of personnel with IIT Dharwad will be entered.
  - (iii) The Contractor shall maintain all statutory registers under the Law and shall produce the same, on demand to the IIT Dharwad or any other authority under Law.
  - (iv) Daily activities have to be maintained in a register by the on duty Security supervisor.
11. The identity, character and Antecedents of all personnel/workers employed by the Contractor for the whole job shall be verified by the contractor. The contractor shall submit **police verification report** at the time of award of work. The contractor must furnish the name; address and photograph of the security personnel deployed in IIT Dharwad and shall inform any changes therein to the IIT Dharwad authorities.

12. In case of injury / loss of life of Contractor's personnel inside or outside the IIT Dharwad, it shall be the sole responsibility of Contractor to make payments towards any treatment or compensation of legal matters arising therefrom. All responsibilities of personnel employed shall lie with the contractor. Contractor shall provide treatment, compensation and attend to legal matters arising thereof. The Contractor shall also indemnify IIT Dharwad by executing an Indemnity Bond as special terms and conditions of this tender document.
13. Any loss, theft or damage occurring at IIT Dharwad, due to negligence of contractor's personnel / guard, will be made good by Contractor. However, the decision of the competent authority of IIT Dharwad shall be final and binding in this regard on the part of the contractor.
14. Contractor's staff shall not involve themselves in any type of discussions; argument, quarrel or fighting with any of the worker/staff, officers of IIT Dharwad. They shall always behave politely and firmly while performing their duties. Any matter creating hindrance in duties shall be brought to the notice of IIT Dharwad authorities.
15. Security personnel who are habitual offenders and are found continually non-conforming to the contractual terms will be replaced on the instruction of the institute.
16. Baggage of the Security Guards/Supervisor under this contract will not be permitted inside the IIT Dharwad. Individuals shall be allowed to carry only those items which are required for performance of assigned duty.
17. The Contractor will not further **Subcontract** to any other person or third parties. In case of violation, the competent authority of IIT Dharwad shall have full right to terminate the contract forthwith and forfeit the security deposit without prejudice to any other rights available under the terms of contract.
18. IIT Dharwad is a total tobacco and alcohol free campus, therefore none of the staff deployed at the campus should be possessing or consuming alcoholic and tobacco products. Violation will attract penalty and strict disciplinary action. Consumption of drugs or any other intoxicants by the guard on duty is prohibited and will attract strict action including levy of financial penalty.
19. The Contractor will have to make their own arrangements for providing accommodation, canteen facility, prescribed uniform and conveyance for their employees. IIT Dharwad shall have no obligation whatsoever in this regard.
20. The Competent authority of IIT Dharwad shall reserve the right for levying penalty or cancellation of contract. The contract may be terminated in the event of occurrence of any of the following eventualities: -
  - (a) The expiry / termination of the contract period - Without any prior notice
  - (b) On giving one-month notice to the contractor by the Institute. During the period of notice both the parties shall continue to discharge their



duties and obligations.

- (c) If contractor cancels the contract before the expiry of the contract period, PBG will be forfeited without any clarification.
21. The successful bidder shall be required to depute one representative on behalf of the firm to cater all the requirements required for running the services smoothly at the time of award of contract.
  22. The successful bidder shall be required to execute an agreement on the format approved and supplied by IIT Dharwad on stamp paper of appropriate value at his own cost.

## **GENERAL TERMS OF THE CONTRACT**

1. **Confidentiality.** The Contractor and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, agreement or the Institutes business or operations without the prior written consent.
2. **Force Majeure.** During the pendency of the service agreement if the performance in total or part thereof by either party is prevented/delayed by causes arising due to any war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material, and other consumables, or any other causes including breakdown of equipment beyond their reasonable control neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happenings are notified in writing within 7 days from the date of occurrence. The work shall be resumed under the contract as soon as possible after the restoration of normalcy.
3. **Termination for Default :-** The Institute may, without prejudice to any other remedy for breach of agreement, may terminate the work order in whole or in part, by written notice of default sent to the Contractor and the performance bank guarantee (PBG) shall stand forfeited if : -
  - a) The Contractor fails to deliver any or all of the obligations within the time period(s) specified in the work order / Agreement, or any extension thereof granted by the Institute.
  - b) The Contractor fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.
4. **Termination for Insolvency.** The Institute may at any time terminate the work order by giving written notice to the Contractor without compensation, if the Contractor becomes bankrupt/insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued thereafter to the Institute.
5. **Suspension.** The Institute may suspend payment of bills under the work order, if the contractor fails to perform any of their obligations under the work order/agreement.
6. **Arbitration.** All disputes, differences, claims and demands arising under or pursuant to or touching the agreement shall be referred to the sole arbitrator to be appointed by the Institute. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification/re-enactment thereof for the time being in force. Such arbitration shall be held at Dharwad, Karnataka. It is clarified that Civil court shall have no jurisdiction to entertain any such disputes.

7. **Jurisdiction of Courts.** In all matters and disputes arising hereunder, the appropriate Courts at Dharwad Karnataka only shall have jurisdiction to entertain and try them.

## **SPECIAL TERMS AND CONDITIONS**

1. The bidders are advised to study the various clauses contained in the Special Terms and Conditions carefully before submitting their bids. Bidders willing to participate in the tender may also visit IIT Dharwad and acquaint themselves with the nature and quantum of work involved before submitting the bids.
2. TDS @ 1% or 2% (as the case may be) shall be deducted from the amount payable to the service Provider. The TDS certificate will be issued by IIT Dharwad. Payment of income tax on profits of the bidder is the sole responsibility of the Service Provider.

### **3. Contract Implementation.**

- a) Sub-contracting of the work will not be allowed otherwise penalty will be imposed as per **Appendix "C"**.
- b) Persons below the age of 18 years shall not be engaged for the work. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- c) Contractor will submit the police verification certificate of the all the staff to be deployed.
- d) The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the Contractor to effect payment to the affected person(s).
- e) **Institute reserves the right to terminate the contract at any time without assigning any reason.** However, wherever feasible the institute may consider notification of the annulment in advance to the Service Provider.
- f) The successful agency / Contractor / company will have to deposit a refundable interest free **security deposit** in the form of DD / Performance Bank Guarantee (PBG) in favour of **Registrar, IIT Dharwad** of Rs. .... ( **approx. 10% (Ten Percent) of the contracted value of service**) at the time of award of work from a scheduled / nationalized bank payable at Hubli / Dharwad. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from Service Provider's PBG during implementation of the contract that may become due as **penalties for violation of rules, terms and conditions**, damages, liabilities or for other causes. The format of PBG is given at an **Appendix "G"** to this document.

#### **4. Safety & Insurance.**

- a) The Bidder shall follow safety procedures in all respects.
- b) The Bidder will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The Bidder should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- c) The Bidder shall be liable to bear all expenses/damages/compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

#### **5. Security.**

- a) The Bidder shall be bound by all security procedures followed at IIT Dharwad and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the bidder's employee shall be bidder's responsibility.
- b) The Bidder will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the institute and replaced with a new person.
- c) Institute reserves right to disallow any or all of the Service Provider's men from being deployed inside the institute campus without assigning any reason.
- d) In the event of any damage to the property of the institute or life of its employees and/or their dependents the Bidder shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the institute will be as assessed by authorized representative(s) of the institute and shall be recoverable from the Bidder at market value.

#### **6. Statutory Obligations**

- a) The Bidder shall abide by and comply with the provisions of all the Acts, Rules and notifications issued by Central / State Govt. as applicable from time to time in respect of the contracted work and all staff employed by him at his own cost and risk, including the following:
  - i. Contract Labour (Regulation and Abolition) Act 1970
  - ii. Contract Labour (Regulation & Abolition) Central Rules 1971
  - iii. Payment of Wages Act 1936, Payment of Wages (Amendment) Act 2005
  - iv. Minimum Wages Act 1948

- v. Minimum Wages (Central) Rules 1950
  - vi. Employees' Compensation Act 1923
  - vii. The E.P.F. and Miscellaneous Provisions Act 1952
  - viii. Employees State Insurance Act 1948
  - ix. The Child Labour (Prohibition and Regulation) Act 1986
  - x. Any other labour law applicable or introduced during the contractual period.
- b) Liability arising due to failure to adhere to statutory or other legal provisions attributable to the Bidder shall be borne by the Bidder himself.
- i. The Bidder shall maintain up to date records required for compliance with the provisions of all the Acts and Rules made by Central/State Govt. as applicable from time to time in respect of the contracted work.
  - ii. If a bidder is found violating any statutory provisions concerning labour laws or has given incorrect / false / misleading information, affidavit or documents at any stage of tender or contract, necessary action as per the tender document shall be initiated, that may include debarring / Blacklisting of the bidder.

## 7. **General**

- a. The staff employed by the bidder, will have no right whatsoever to claim permanent / temporary employment in this organization. There will be periodical as well as surprise checking of the services provided by the Bidder for the subject job by the representative of the institute. In case of default, the contract will be liable for short closure of supply order forfeiting the security deposit.
- b. If any employee of the Bidder is found to have committed misconduct or misbehavior, the institute at its sole discretion, may direct the Bidder to remove such employee and the Bidder shall remove such employee(s) without questioning the decision of the Institute.
- c. The personnel deployed by the Bidder will not become member of any trade union of the Institute. If the personnel employed by the Bidder indulge in union activities which affect the service obligation of the Bidder or safety and security of the Institute, the contract will be liable for termination. In the event of violation, they will be debarred from entering Institute premises and contract can also be considered for termination.
- d. Further, the personnel deployed by the Bidder shall not engage themselves in any undesirable activities within the institute premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with Institute or in trade union activities. In the event of violation, they will be debarred from entering the Institute and contract can also be considered for termination and forfeiture of the security deposit.

- e. The personnel deployed by the Bidder shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by Institute.
  - f. No housing/accommodation will be provided by the institute to the personnel deployed by the Contractor unless otherwise specifically provided in the contract.
8. **Indemnity and agreement clause.** The successful bidder will be required to enter into an agreement with IIT Dharwad as per the prescribed format and execute a notarized indemnity bond on non-judicial stamp paper of appropriate value at his own cost to indemnify IIT Dharwad against possible or unforeseen eventualities arising out of or flowing from the contract awarded. Terms and conditions in this Tender Document will form the Contract agreement.
9. **Provision of periodic inspection.** This document makes provision for joint monitoring of contract deliverables wherein the bidder / a suitable representative (Authorised by the bidder with power of attorney) shall meet IIT Dharwad authorities on a monthly basis to manage the contract. Deviation from this will attract penalty as per **Appendix 'C'**.
10. **Provision of payment of Wages to the staff.**
- a) The cost breakup format worksheet (refer **Appendix "F"**) shall be sent to IIT Dharwad for verification on 1<sup>st</sup> day of every month. After due verification bidder shall release the payment of staff.
  - b) The bidder will pay the monthly wages to the staff on or before 7<sup>th</sup> day of the succeeding month irrespective of release of payment to him from IIT Dharwad. Absentee payment will be made within 2 days of the scheduled payment day.
  - c) The bidder will issue wage slips every month to his staff at the time of payment of salary and the scanned copy of wage slips must be sent to [cs.office@iitdh.ac.in](mailto:cs.office@iitdh.ac.in) .
  - d) ESI & EPF remittance must be made by every 15<sup>th</sup> day of the month under intimation to IIT Dharwad without fail. Proof of payment is to be submitted to IIT Dharwad in this regard.
  - e) The payment of wages shall be made in the respective individual Bank Account of the staff. Bank statements duly verified by banker has to be provided while submission of the Bill along with ESIC & EPF vouchers to IIT Dharwad. IIT Dharwad will verify the payment made by the contractor and received by the workmen before settlement of the monthly bills.

- f) **ESIC / EPF account detail and ESIC card must be issued to all individual staff employed within 30 days of award of contract with a copy to IIT Dharwad along with his bill.**
- g) Wages to staff shall be paid without any deductions except those specified by special order or permissible under the Payment of Wages Act.
- h) In case of underpayment and / or non-payment of monthly wages to the employee, IIT Dharwad will make the payment / shortcoming in accordance with serial 21(4), Chapter V of the contractlabour (Regulation and Abolition) Act 1970 which provides that "In case the Contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the Contractor and recover the amount so paid from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor". In such cases penalty will be levied as per **Appendix "C"**
- i) EPF: The *Contractor* shall deposit both employee and employer's contribution of EPF, in the **respective individual** accounts of the staff every month without fail.
- j) ESIC: The *Contractor* shall deposit both employee and employer's contribution of ESIC, in the **respective individual** accounts of the staff every month without fail.
- k) Any increase/revision in the minimum wages or in the rates of social security provisions during currency of the contract shall be payable to the workmen. The *Contractor* will make payment to his employees at the revised rates without waiting for a formal confirmation from the institute. The difference in payment shall be paid/recovered by/from the institute. The *Contractor* shall present the necessary supporting documents to claim the variation.
- l) The bidder will maintain all registers as required under the relevant acts /rules and shall get inspected by the authorized representative of the institute every month before payment.
- m) **No separate account of security personnel shall be opened by the contractor. The contractor shall pay their wages in their respective existing accounts.**



11. **Provision of Payment to the service providers.**

- a) No advance payment will be made to the *Contractor*.
- b) Payment for the work completed will be done on monthly basis and on submission of bill/s to the IIT Dharwad / Contract & Services section as per the bill format (**Appendix "F"**). The bill must contain the GST details and bank details of the *Contractor*.
- c) The attendance of the security personnel must be jointly verified by the authorized representative of the *Contractor* and the Institute officials.
- d) Payment will be made after deducting the cost of damages, penalties if any and any taxes and dues as applicable.
- e) The duly completed bills will be settled at the earliest. In case there are any observations/discrepancies in the bill, then the bill be returned for corrections & thereafter payment will be released upon re-submission with due corrections.
- f) In case the bill for the month is submitted after 15<sup>th</sup> day of the month, ESIC & EPF vouchers must be submitted along with bill.
- g) Payment to the *Contractor* is liable to be held if he fails to make payment due to the workmen engaged by him within statutory time period. Payment will be held back, if the *Contractor* fails to honour any of the contractual obligations.

12. **Documents required for the verification of the bill prior to the settlement.**

- a) Bill as per the format mentioned in the tender document **Appendix "F"**
- b) Salary calculation sheet / cost breakup format as per the format mentioned in tender document (Appendix "F").
- c) EPF voucher along-with challan and TRRN payment details document.
- d) ESIC voucher along-with challan and double challan verification sheet.
- e) For payment, salary transfer request along-with details of beneficiary (i.e. individual account No. names and payment amount), duly received by the banker.
- f) Bank account statements duly verified by the banker.
- g) Individual wage slip must be provided to each employee every month and a copy of wage slip must be submitted along with bill to IIT Dharwad Authorities. IIT Dharwad will verify the same with the Security workmen before release of payment for bills.

- h) Bank account statement of individual for verification of receipt of payment verified by the individual.
13. IIT Dharwad shall be entitled to verify the individual account statements for verification of the payment made to the individual. Please note that the payment of bill will be withheld till the verification of payment to the individual is completed.
  14. The bidder should give an undertaking allowing their bankers to verify bank statements and other related documents forwarded by the *Contractor* on request of IIT Dharwad.

**Information to be provided with the technical bid**

<b><u>Sl. No.</u></b>	<b><u>Criteria</u></b>	<b><u>Document produced</u></b>	<b><u>Page No. of technical bid</u></b>
a)	The bidder shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.		
b)	Empanelment certificate (with photograph and signature of the proprietor /Directors) under Private Security Agencies Regulation Act, 2005/Karnataka Private Security Agencies Rules, 2008/Director General Resettlement (DGR) Registration.		
c)	The bidder should be in security service business for not less than five years before 31.08.2021. Bids of firms which are not in existence / security service business for 5 years as mentioned above shall not be considered.		
d)	Bidder should have a minimum average turnover of Rs.1,00,00,000/- (Rupees one crore) each in last three years exclusively from providing security services. For this purpose, last financial year would be considered as the one ended on 31.03.2021 and not any later period.		
e)	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2020-21, 2019-20 & 2019-18).		
f)	Bidder should be registered with Income Tax and Goods & Service Tax departments.		
g)	Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act).		
h)	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department.		
i)	The bidder should have a registered Office for security services at Dharwad/Hubballi or should open a registered office in Dharwad at the time of award of contract so as to attend to IIT Dharwad calls within 30 Minutes and resolve the issues if any at the earliest. The Office should be registered with the Hubballi Dharwad		

	Municipality Corporation (HDMC) or it should be registered under the Karnataka Shops and Commercial Establishment act, 1961.		
j)	The bidder must participate in the scheduled "Pre-bid meeting" and 'site visit' (Refer NIT).		
k)	The bidder must have carried out following security or similar assignment of minimum indicated value: -  a) Three completed annual security services or similar services costing not less than the amount equal to 40% (Forty percent) of the estimated cost (i.e. Rs 44,80,000/- each); or  b) Two completed annual security or similar services costing not less than the amount equal to 50% (Fifty percent) of the estimated cost (i.e. Rs 56,00,000/- each); or  c) One completed annual security Service or similar service costing not less than the amount equal to 80% (Eighty percent) of the estimated cost (i.e. Rs 89,60,000/-).		
l)	In case the bidder has provided service to IIT Dharwad in past, the service should be satisfactorily completed.		
m)	Bidder should accept all the tender conditions unconditionally and sign all the pages of the tender document to this effect. The bidder shall specify an authorized representative with written power of attorney of the signatory of the bid to commit the bidder.		

### **Declaration**

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IIT Dharwad for at least three (3) years.

Date:  
Place:

Signature with Seal of Authorized Signatory

**DETAILS ABOUT THE BIDDER**

1.	Name and address of bidder	
2.	Telephone No. / Fax No. / e-mailaddress of the bidder	
3.	Legal status (Attach copies of original document defining the legal status). a) One Person Company b) A proprietary Firm c) A Firm in partnership d) A limited Company or Corporation.	
4.	Particulars of registration with registrar of companies ESI, EPF, Goods & Service Tax etc. (Attach attested photocopies) a) Registration Number b) Place of Registration	
5.	Name and title of Directors and officers with designation who will be directly concerned with this work.	
6.	Have you or your constituent partner(s) been debarred / black listed from tendering in any organization at any time? If so, give details.	
7.	Any other information considered necessary but not included above.	

Complete detail of the bidder must be enclosed with the Technical bid. Bidders' address, name of contact person(s) with phone numbers must be listed in the enclosure. The Tender Committee may carry out surprise visits to establishments/mess/dining facilities provided currently by the Contractors to their workforce/personnel for the short-listing purpose.

Date:

Signature with Seal of Authorized Signatory

Place:

**DETAILS OF PENALTIES**

1. In case any of security personnel deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1,500/- for each guards/supervisors absent on that particular day will be levied by IIT Dharwad and the same shall be deducted from the contractor's bill.
2. In case any complaint is received attributable to misconduct / misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IIT's system immediately.
3. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IIT Dharwad reserves the right to impose the penalty as detailed below: -
  - i) 20% of cost of order/agreement per week, up to four weeks of delay.
  - ii) After a delay of four (04) weeks, IIT Dharwad reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of three (3) years and his Security deposit may also be forfeited, if so warranted.
4. The Security personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges) while on duty, failing which a penalty of Rs.1,500/- on each occasion will be levied. Habitual offenders shall have to be removed from the duties and to be replaced by new security guard by the contractor at his own cost with due consent of IIT Dharwad. The penalty shall be deducted from the Contractor's bill.
5. The personnel engaged have to be disciplined yet courteous in dealing with the Faculty/Officers/ Staff/ Students etc. IIT Dharwad shall have the right to have any security guard removed in case of tenable complaints from Faculty/ Officer /Staff/ Students. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IIT, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IIT Dharwad will be imposed.
6. In the event of any loss, theft or robbery inside the IIT Dharwad campus or damage prompted/ to the Department, as a result of any lapse on the part of the contractor or its security personnel deployed in IIT, which would be established after an enquiry conducted by IIT, the said loss can be claimed from the contractor up to the value of the loss. The decision of the IIT Dharwad will be final and binding on the Contractor.

7. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Contractor will be liable to be forfeited to IIT Dharwad besides annulment of the contract.
8. Security person found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty has to be removed by the Contractor only after the instruction of the Institute and no payment for that day on account of that person will be made.
9. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
10. Competent authority of IIT Dharwad shall be entitled to impose any penalty to the extent of Rs. 25,000/- (Rupees Twenty-five thousand) upon the Contractor in the event of breach, violation or contravention of any of the stipulated terms and conditions.
11. The contractor will pay the monthly wages to the staff on or before 7<sup>th</sup> day of the succeeding month irrespective of release of payment to him from IIT Dharwad. In case of non-adherence to payment of monthly wages by 7<sup>th</sup> day of the succeeding month, a penalty of 5-10% of cost of the monthly bill will be levied upon.
12. The contractor has to provide one set of ceremonial dress for Republic day and Independence day. In case of failure, Institute will buy the ceremonial dress for the same and the amount will be adjusted in the monthly bill of the contractor.
13. If contractor removes any security guard or security supervisor without the permission of the Institute, a penalty of Rs 25,000.00 shall be levied.
14. If contractor fails to lodge complaints/FIR in case of crime or violence , Rs. 25,000.00 shall be levied.

**SELF-DECLARATION – NO BLACKLISTING**

Date:

To,  
The Registrar  
IIT Dharwad

Dear Sir,

**Ref: Tender for providing Security Service to IIT Dharwad**

In response to the Tender Document for **providing Security Service** to IIT Dharwad, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ i s having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

2. We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security deposit may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Place:

Signatures \_\_\_\_\_

Date:

Name \_\_\_\_\_

Seal of the Organization



**PRICE BID / SCHEDULE FOR PROVIDING SECURITY SERVICE TO IIT DHARWAD**

<b>Sl. No.</b>	<b>Description (charge for providing the security service at IIT Dharwad)</b>	<b>Cost</b>	<b>Qty (Nos.)</b>	<b>Total cost</b>
a)	Cost towards providing <b>Security Supervisor</b> as per tender terms for one month x 12*		03	
b)	Cost towards providing <b>Security guard</b> as per tender terms for one month x 12**		24	
c)	Cost towards providing uniform and equipment etc. as per tender terms for one year (cost breakup to be given)		As per tender document	
d)	Cost towards profit margin of the service provider for providing service for one year		As per tender document	
e)	<b>Total Amount</b>			
	<b>Total amount (in words):</b>			

\* The total cost is exclusive of GST rates. The bidder must note that GST shall be applicable extra as applicable.

- Quotes at Sl. No. (c) and (d) will be verified by the IIT Dharwad procurement committee. Nil consideration / Unrealistic quotes will be rejected.**
- Rates at Sl. No. (a) & (b) cannot be quoted less than the basic minimum wages notified by Central Labour Commission(CLC) from time to time. The breakup detail of Sl. No. (a) and (b) is required to be given as per Sl. No. 6 and 7 below.
- It may be noted that the security personnel are required to be deployed as per the labour laws. As the security personnel are required for 24\*7 at the campus, Additional staff shall be deployed to ensure a 24\*7 deployment (beyond 26 days).
- The price should be quoted strictly as per the format and in Indian Rupees only. The bidders are to acquaint themselves with the scope of work, terms & conditions and penalty details etc. of the tender document before quoting the rates. The work / contract shall be awarded as per evaluation criteria of this tender document.
- In order to encourage more No. of Ex-servicemen, IIT Dharwad will pay an additional amount of 5% over and above the (minimum wages + DA) specified for this tender to the Ex-Servicemen Security Guards & additional amount of 10% over and above the (minimum wages + DA) to the Ex-Servicemen Supervisors.

6. \* Please note that break up of Sl. No. (a) above should be given as follows: -

<b><u>Sl. No.</u></b>	<b><u>Cost of Wages for Security Supervisor</u></b>	<b><u>As per basic rates promulgated by CLC</u></b>	<b><u>As quoted by the bidder</u></b>
a)	(Basic + VDA) per day	Rs.(579 + 135) = Rs.714/-	
b)	(Basic + VDA) for 26 days	Rs.(714*26) = Rs.18,564 /-	
c)	ESI @ 3.25% paid up-to Rs.21,000/-	Rs.604 /-	
d)	EPF @ 13 % up-to Rs.15,000/-	Rs.1950 /-	
e)	Total Wages for 26 days	<b>Rs.21,118 /-</b>	
f)	Relieving Charges ( Basic + VDA) per day	Rs.714 /-	
g)	Relieving charge towards 4 days***	Rs.(714*4) = Rs.2,856 /-	
h)	ESI @ 3.25% on relieving charge )	Rs.93 /-	
i)	EPF @ 13% on relieving charge	Rs.372 /-	
j)	Total Cost towards providing Security Supervisor for one month (24*7*30)	Rs.24,439 /-	

7. \*\*Please note that break up of Sl. No. (b) above should be given as follows: -

<b><u>Sl. No.</u></b>	<b><u>Cost of Wages for Security Guard</u></b>	<b><u>As per basic rates promulgated by CLC</u></b>	<b><u>As quoted by the bidder</u></b>
a)	(Basic + VDA) per day	Rs.(579 + 135) = Rs.714/-	
b)	(Basic + VDA) for 26 days	Rs.18,564 /-	
c)	ESI @ 3.25% paid up-to Rs.21,000/-	604 /-	
d)	EPF @ 13 % up-to Rs.15,000/-	Rs.1950 /-	
e)	Total Wages for 26 days	<b>Rs.21,118 /-</b>	
f)	Relieving Charges ( Basic + VDA) per day	Rs.714 /-	
g)	Relieving charge towards 4 days***	Rs.2,856 /-	
h)	ESI @ 3.25% on relieving charge	Rs.93 /-	
i)	EPF @ 13% on relieving charge	Rs.372 /-	
j)	Total Cost towards providing Security Guard for one month (24*7*30)	24,439 /-	

8. \*\*\* Relieving charge will be calculated for 4 or 5 days (as the case may be in the given month). Here 4days are taken assuming a 30-day month.
9. The above calculations are for fair comparison of price bids, the payment will be made on actualdeployment of manpower, as per the **Appendix 'F'**.
10. As per the Bonus Act 1965, bonus will not be admissible.

### **Declaration**

I/We certify that all the particulars furnished above are true and correct. I have read and understood the tender document. I undertake to accept and abide by the scope and all other terms and conditions of thetender document. I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by IIT Dharwad for at least 3 years.

Date & place with seal

Name, signature of the authorized representative of the bidder

**(Signature of the contractor with seal)**

**Cost breakup format of individuals (Security Supervisor & Guards) to be submitted with bills**

Name	Category / skill	Total No of days served	Daily wage	Total daily Wage for 26 days	Employer's share of ESI@ 3.25%	Employer's share of EPF @ 13% Limited on Rs.15,000/-	Total Monthly wage	Employee's ESI Contribution @ 0.75%	Employee's EPF Contribution @ 12%	Amount to be credited in account
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

**1. Format of the bill to be submitted on a monthly basis**

<b><u>Sl. No.</u></b>	<b><u>Charge for providing the security service at IITDharwad</u></b>	<b><u>Cost</u></b>	<b><u>Qty (Nos.)</u></b>	<b><u>Sum total in Rs.</u></b>
a)	Cost towards providing <b>Security Supervisor</b> as per tender terms for one month _____ (Cost breakup as per <b>Sl.No.(a)</b> of Appendix - E is to be attached)		03	
b)	Cost towards providing <b>security guard</b> as per tender terms for one month _____ (Cost breakup as per <b>Sl. No.(b)</b> of Appendix - E is to be attached)		24	
c)	Cost towards providing uniform and equipment etc. as per tender terms for one year (Cost breakup is to be given) as per tender terms for the month _____		As per tender document	
d)	Cost towards profit margin of the service provider for providing service for the month _____		As per tender document	
e)	Total cost of providing Security service			
f)	GST applicable for providing security service			
g)	<b>Total Amount Rs.</b>			
	<b>Total amount (in words) : Rupees.....</b>			

Date and place with seal  
bidder

Name, signature of the authorised representative of the

**FORMAT FOR PERFORMANCE GUARANTEE BOND**

(To be typed on **Non-judicial stamp paper** of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT HUBLI / DHARWAD OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT HUBLI / DHARWAD OR ANY SCHEDULED BANK SITUATED AT HUBLI / DHARWAD. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.

To,  
The Registrar,  
Indian Institute of Technology Dharwad,  
Karnataka-580011.

**LETTER OF GUARANTEE**

WHEREAS Indian Institute of Technology, Dharwad (Buyer) has invited Tenders vide Tender No. \_\_\_\_\_ Dt. \_\_\_\_\_ for '**Providing security services at IIT Dharwad**' ANDWHEREAS the said tender document requires that any eligible successful Contractor (seller) wishing to supply the service in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Indian Institute of Technology, Dharwad**" in the form of Bank Guarantee for Rs. \_\_\_\_\_ **Only** (10% (Ten percent) of the contract value) and valid till **one year or up to warranty period whichever is later** from the date of issue of Performance Guarantee Bond may be submitted within 15 (Fifteen) days from the date of Order Acknowledgment as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Contractor (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the catering service this Bank shall pay to Indian Institute of Technology, Dharwad on demand and without protest or demur Rs

\_\_\_\_\_ **(Amount of PBG)**

This Bank further agrees that the decision of Indian Institute of Technology, Dharwad (Buyer) as to whether the said Contractor (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We,.....(name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Contractor (Seller) and/ or Indian Institute of Technology, Dharwad (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs .
2. This Bank Guarantee shall be valid up to \_\_\_\_\_ (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IITDharwad serves upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the  
guarantor: Name of Bank:  
Address:  
Date:

Date and place with seal

Name, signature of the authorised representative of the  
bidder

**Experience Details**

<b>Sl. No.</b>	<b>Year</b>	<b>Name of the Client</b>	<b>Order No. &amp; Date</b>	<b>Contract value per</b>	<b>No. of personnel</b>	<b>Remark</b>
						Supporting documents are to be attached along with the <b>Appendix- 'H'</b>

Date and place with seal

Name, signature of the authorised representative of the bidder

**Running Project Details:**

<b>Sl. No.</b>	<b>Name of the Client</b>	<b>Order No. &amp; Date</b>	<b>Contract value per year</b>	<b>No. of personnel deployed</b>	<b>Remark</b>
<b>1</b>					Supporting documents are to be attached along with the <b>Appendix- 'I'</b>
<b>2</b>					

Date and place with seal

Name, signature of the authorised representative of the bidder

## Annual Turnover Details:

Evaluation Criteria			Remark
<b>Bidder's Annual Turnover for providing similar service in last three financial years</b>  <b>From 2018 to 2021</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>	-
	<b>2018-19</b>		Supporting Documents are to be attached along with the <b>Appendix- 'J'</b>
	<b>2019-20</b>		
	<b>2020-21</b>		

Date and place with seal

Name, signature of the authorised representative of the bidder



**Letter of Undertaking**

To,  
The Registrar,  
IIT Dharwad

**Ref: Tender for providing Security service at IIT Dharwad**

Sir,

In response to the Tender Document for providing security services at IIT Dharwad, I/ We hereby provide undertaking to open a registered office within 30 days of award of contract.

2. Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI) be provided within the stipulated time.

Date and place with seal

Name, signature of the authorised  
representative of the bidder