



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

Indian Institute of Information Technology, Pune

(An Autonomous Institute of National Importance under Act of Parliament)
Survey No. 25 & 27, Near Bopdev Ghat, Kondhwa Annexe, A/P: Pisoli (Yevlewadi), Tah: Haweli,
Dist: Pune, Maharashtra, India-411048 Phone: +91 9575042000 Website: www.iiitp.ac.in

No: IIITP/Tenders/2019-20/1122

Dated: 03-12-2019

Tender Notification

Director, Indian Institute of Information Technology Pune, invites tender under **Two Bid System**, from the reputed security man power agencies, registered in Maharashtra State, who have adequate financial resources and past 3 years' experience for providing Security Guards to various Government Departments/ Government undertakings/ Govt. of India Educational Institutes like IITs/IIITs/Central Universities.

S. No.	Particulars	Number of Security Persons required
1	Providing Security Guards to IIIT Pune	10 (7 male and 3 female)

The participating bidders will have to pay Earnest Money Deposit (EMD) of **Rs. 30,000/-** in form of Demand draft drawn in favour of IIIT Pune payable at Pune. However, MSEs (Micro and Small Enterprises) as defined in MSE procurement policy, issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from submitting the EMD against submission of valid document in this regard. The interested agencies may participate in the tender process as under. The calendar of events is as follows:

S. No.	Tender No & Date	Reference No: IIITP/Tender/2019-20/1122	Dated: 03/12/2019
1.	Last date of Receipt of Tenders	27/12/2019 up to 15:00 Hours	
2.	Opening of technical bids	27/12/2019 at 16:00 Hours	
3.	Opening of financial bids	Shall be intimated to Technically shortlisted bidders by email & phone	
4.	Correspondence Address	To, The Director, Indian Institute of Information Technology (IIIT) Pune, Survey No. 25 & 27, Near Bopdev Ghat, Kondhwa Annexe, A/P: Pisoli (Yevlewadi), Tal: Haweli, Dist: Pune-411048, Maharashtra	

For more details, please visit Institute's website www.iiitp.ac.in.

Assistant Registrar
IIIT Pune

Tender Details

Tender Number	: IIITP/Tenders/2019-20/1122
Tender title	: Providing Security Guards
Description	: To provide Security Guards from reputed Security Man Power supply agencies to Indian Institute of Information Technology (IIIT) Pune, Survey No. 25 & 27, Near Bopdev Ghat, Kondhwa Annexe, A/P: Pisoli (Yevlewadi), Tah: Haweli, Dist: Pune-411048, Maharashtra, India
Tender Category	: Services
Tender evaluation type	: Two Bid System
Bid validity period	: 60 days

Note:

1. Technical Bid should contain all documents, Demand Draft towards EMD and should be kept in one envelope marked as “**Technical Bid**”.
2. Financial Bid should be kept in a separate envelope and should be marked as “**Financial Bid for providing Security Guards**”.
3. Both envelopes should be kept in a larger envelope super scribed as “**Tender for Providing Security Guards at IIIT Pune**”.

Pre-Qualification Requirement of Agencies

1. The agencies should have a minimum of 15 clients on his rolls. List of clients on rolls of the agencies should be indicated in the prequalification bid. (Documentary proof i.e. certificate of satisfactory service should be provided. The Institute will verify the documents with the concerned wherever necessary. However, documents like Service Agreements, Work Order/ any other documents with incomplete details, will not be considered for the purpose.)
2. The Agency should submit the audited balance sheet for the past three financial years (i.e. for the year 2016-17, 2017-18 and 2018-19).
3. The agency should have the following registration and other certificates & shall submit copies of certificates along with technical bid:

a) Registration Certificate from Labour Department Government of Maharashtra/ Govt. of India.
b) Registration Certificate under Employees State Insurance Act.
c) Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner (PF Registration).
d) Certificate of Registration under GST.
e) Professional Tax Registration Certificate issued by Commercial Tax Department, Government of Maharashtra.
f) The agency shall submit the copy of the PAN card.
g) Certification of Registration i.e. license issued by Police Department, Government of Maharashtra.
h) Any other registration required as per the existing laws relating to Providing Security Manpower Services.(Copies of Certificates should be submitted)
i) Certificate of successful completion of contracts. Certificate should be from the authorized official of the organization to whom services were provided.

4. Agencies, whose contracts have been foreclosed by any Department / organization during the last 5 years due to non-fulfilment of contractual obligations, are not eligible to bid. The agency should clearly specify and submit letter in writing separately stating that they do not fall under this category.
5. The agency shall submit a checklist with details of documents on which reliance has to be laid by the Institute to ensure fulfilment of PQR conditions referred above.
6. The Financial Bids of the agencies, which do not meet the pre-qualifying requirements (Technical Bids), will not be considered.
7. The Director, IIIT Pune, shall cause to examine the PQR documents of the agencies and on that basis a list of qualified bidders will be prepared.

General Terms and Conditions

1. The bidders can view the tender details on the website of the Institute: www.iiitp.ac.in.
2. Tenders should be valid for 60 days from the date of opening of financial bids.
3. Conditional Tenders are liable for rejection.
4. Tenders without or insufficient amount of EMD where applicable will be rejected.
5. The successful tenderer shall enter into a contract agreement on a non-judicial stamp paper of Rs. 200/- with usual terms and conditions.
6. Security Deposit/ Performance Bank Guarantee (PBG) will be collected at the time of execution of agreement at the rate of 5% of the annual contract value in favour of Director, IIIT Pune. The performance security should be valid for a minimum period of 14 months (i.e. 60 days beyond the contract period of one year).
7. Director, IIIT Pune, reserves the right to reject any or all tenders without assigning any reason.
8. The personnel deployed as Security Guards normally shall not be less than 21 years of age and more than 50 years of age.
9. The rates quoted should be net and include wages (not less than the minimum wages prescribed by the Labour Department, Government of Maharashtra/ Govt. of India per latest notification) with all taxes, including Income Tax, Professional tax, PF, ESI, Bonus, and other statutory requirements, Administration and other overheads and profit margin of the agency, if any.
10. Quotes to be submitted taking into consideration of the existing minimum wage rate (Basic + VDA as per latest notification of Labour Department, Govt. of Maharashtra/ Govt of India for security guards) The agency is stipulated to disburse net salary per month per guard of 8 hours shift (excluding PF & ESI of both employer & employee share). Therefore, keeping this requirement in view, the agencies shall work out the rates & submit the quotes in Schedule-A annexed herein. While submitting the quotes, the rate of PF amount i.e. share of employer & employee, the rate of ESI amount i.e. the share of employer & employee, the rate and amount of contractors margin with specific details of the cost of uniform and other administrative cost with shoes per guard per annum. The weekly off shall be calculated as per the minimum wages Act of Government of Maharashtra/ Govt. of India. While submitting the quotes the agencies, which fail to either account for the statutory payments required or account such payments at less than the prescribed, rates/specified herein, will be rejected. Therefore, the agencies shall take utmost care in submitting the quotes by incorporating the actual prevailing minimum wages, applicable statutory payments at the given rates besides the profit margin with all the elements specified in the Form to submit

the quotes detailed in Schedule-A. The decision of the Institute is final in regard to whether the rate quoted by the agency takes care of the minimum wages and the statutory payments at the applicable rates. The agencies are free to get any clarification before submitting the quotes. However, such queries will not be entertained after submission of quotes.

11. The contractor shall make the payment of wages/salaries to all the Security Guards deployed on the same day through bank account i.e. by RTGS/NEFT. No cash payments. The agency shall arrange to remit all statutory deductions like ESI, PF, etc., to the designated statutory authorities along with the agency's contribution at the applicable rates within the stipulated time limits.
12. The Agency shall submit the PF & ESI remittance challans of the Security Guards deployed under this contract separately with specific remittance details of PF & ESI contributions to the statutory authorities at the agreed rates along with the monthly bills. The agency shall also submit copy of remittance of GST tax to the appropriate authorities along with the bills.
13. If the Security Guards employed by the agency is considered undesirable by the Institute, it shall be the responsibility of agency to remove the said person or persons from the work and provide suitable replacements immediately.
14. The Agency shall remain liable for payment of all wages or other costs due to its employees under the payment of minimum wages Act, Workmen's Compensation Act, PF Act, ESI Act, etc., If it fails to do so, it will be a breach of contract and the Institute at his discretion can cancel the contract. The agency shall also be liable for any pecuniary liability arising on account of any violation of the provisions of the relevant laws.
15. The agency should have an established office in Pune/ State of Maharashtra. The agency shall furnish the address of such office with particulars of telephone number & details of contact person. The Institute reserves the right to inspect/check the particulars so furnished.
16. The agency shall issue Photo ID cards to all its employees with the agency's & Name and Designation of the employee deployed within a period of one month of start of contract.
17. The agency shall provide replacement for the person, in the event of sickness, absence and leave at no extra cost. For this purpose the agency is expected to have a pool of additional Security Guards so as to provide un-interrupted services during the period of contract.
18. In case of a proven theft, the agency will depute its investigators at its own cost to conduct inquiry and will submit the report accordingly and similarly investigation will be initiated from the Institute and if required the matter will be reported to Police and other Authorities. If it is proved that the theft is directly due to the negligence of the staff of the agency, the cost of the loss to the authority will be recovered from the agency.

19. The duration of the contract is for a period of 12 months, extendable for further period of 24 months or any other period by mutual consent. However, the contract can be terminated by either party on minimum three months' notice.
20. If the services of the employees deployed by the agency found not satisfactory and if any one of the conditions of the contract agreement is violated, the Institute reserves the right to terminate the contract prematurely without assigning any reasons.
21. The agency shall disburse the net wages not less than the minimum wages prescribed by the Government of Maharashtra/Govt. of India from time to time (i.e. net wages per guard per month for 8 hours shift including national holiday and weekly off as per the prevailing minimum wages rate)
22. The Security staff should be provided with minimum 2 pairs of uniforms with monogram of the agency, including shoes, cap, badges, belts, batons, etc., shall be provided by the Security Agency at its own cost. The staff should have good personality and should be presentable and pleasant in their manners. They should be able to identify important officers of the Institute and should give proper respect to them.
23. The Duty hours for the shifts for Security Guard shall be as follows unless otherwise stated.
 - 1) Morning Shift : 6.00 AM to 2.00 PM
 - 2) Evening Shift : 2.00 PM to 10.00 PM
 - 3) Night Shift : 10.00 PM to 6.00 AM
24. The personnel provided by the Agency should have good knowledge of Hindi, Marathi & English both for conversation as well as for reporting purpose.
25. The Security Guards supplied by the bidder need to be supported by bio data antecedents, identity, address proof, and pass port size Photo.
26. The Security Guards deployed by the agency shall be the employees of Agency concerned and they should not have any connections with the employees of the IIIT Pune, or will they become, will not be responsible for any un-authorized acts of the Security Guards and for any damage/injury sustained by Security Guards or other employees of the agency in the course of their work/duty in and around the premises.
27. The agency shall maintain the acquaintance, pay roll and other relevant Particulars pertaining to deployed Security Guards and shall be made available for inspection by the officer of the Institute, officials of Labour Department as and when so required. The rates agreed to are inclusive of all labour, materials, equipment, transport etc., required to render the assigned duties.
28. The agency shall issue a formal appointment letter to all the personnel deployed under this contract indicating the name, designation, age, wages rate, amount of PF both employer &

employee, the amount of ESI both employer & employee as required under Contract Labour (R & A) Act-1970 within 15 days of deployment and submit copy of the same to the Registrar, IIIT Pune for reference and record.

29. The Agency as well as its field officer should also have general information about the activities of the Institute so that it will be useful for it to brief the staff perform their duties effectively. The staff should be properly briefed by the field officers, and checked periodically if need be, with occasional visits by the senior officer of the agency for their effective functioning.
30. The antecedents of the staff engaged by the agency for deployment should have been verified through local police or by any other Government Agency and shall be responsible for the good conduct of its staff while on duty as well as off duty in the Institute premises and the staff shall behave like responsible persons at all times. The staff should not be found developing familiarity/friendship with employees of the Institute.
31. The numbers of Security Guards required can be increased/decreased at the discretion of Institute at any point of time during the period of contract. The rate payable/deducted on such increase/decrease shall be at the same rate as per the contract/existing rate. It is mandatory on the part of the agency either to increase/decrease the number of Security Guards as and when directed immediately.
32. The agency shall submit the statement of disbursement of salaries to the Security Guards for previous months duly certified by the bank/agency along with all subsequent monthly bills.
33. The agency shall have to issue monthly pay slips with details of wage disbursement, clearly indicating the amount of statutory recoveries made (i.e.PF & ESI).
34. To prevent disputes and litigations, it shall be accepted as an inseparable part of this contract that in matters regarding work, interpretation of contract, mode or procedure of carrying out the work, the decision of the Director, IIIT Pune shall be final and binding on the agency.
35. For all matters arising out of this contract either between the agency and the Institute or between the personnel deployed by the agency with the authority/agency, the jurisdiction of the court shall be at Pune only.
36. Director, IIIT Pune, reserves the right to extend or foreclose the contract depending upon the exigency and the agency shall continue to provide the service on the same terms and conditions of the contract during the extended period in the event of any extension given.
37. If any loss or damage is caused to the Institute by non-compliance of the obligation under this agreement by the agency, the agency is liable to make good such losses and the Institute shall be entitled to recover the same from the agency.

38. The agency shall arrange to safeguard the place, premises, goods and materials and/ or any other property in and around the premises of the IIIT Pune, by posting the Security Staff in such manner and at such points and patrol the required areas at all times, check cards, lorries, tress-passers and other vehicles and articles as my be considered necessary by the authority equipment's, like torch, whistles, lathis, jerseys, raincoats, uniforms and other articles required by the Security Guards shall be provided by the agency at its own cost.
39. Corrigendum/ Modifications / Corrections, if any, will be published on the website of the Institute.
40. The agency should follow all the conditions of latest notification of minimum wages Act of Labour Department, Govt. of Maharashtra/ Govt. of India.

Schedule-A

**Form for Submitting Financial Bids for Providing Security Guards to
Indian Institute of Information Technology Pune
[Amount (in Rs.) per Security Guard per month]**

SL. No.	Particulars	Rate per Security Guards	
		In Figures	In words
1	Basic + VDA (Not less than the minimum wages fixed by Labour Department GOM/GOI (as per latest notification)		
2	P.F. @ 13.61%		
3	E.S.I. @ 4.75%		
4	Service Charge of Agency including Income Tax, Washing Allowance, cost of the ID cards and any other Taxes /Charges excluding Service Tax		
	GRAND TOTAL		
5	Bank details of the Bidder e.g. Name of the Bank Account Number IFSC Code		

Seal & Signature of the agency

Note:

- 1) The agency will disburse Net wages of Rs. _____ per month per person, Excluding PF & ESI of employee.
- 2) The Department shall pay the GST at the applicable rates.

Declaration

(To be given by the Tenderers at the time of submitting tender)

To,

Director

Indian Institute of Information Technology Pune

**Nature of Service: Providing Security Guards To Indian Institute Of Information Technology
Pune-411048.**

I / we have read the Tender documents, conditions and related matters carefully and diligently and that I / we have submitted the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me / us to the satisfaction of the Tender accepting authority.

Date:

Signature

Name:

Place:

Designation:

Seal