

Indira Gandhi National Tribal University, Amarkantak (M.P.)




TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES AT IGNTU CAMPUS LALPUR, AMARKANTAK (M.P.)

Tender No. IGNTU/2020/SS/ 38, Date: 17/09/2020 *

Cost of Tender Document : Rs 3000/-
Estimated Cost of the Tender : Rs 3.00 Crores
Last Date for submission of Tender : 08/10/2020
Date & Time for opening of Tender : 09/10/2020 at 4:00 PM
Address for submitting Tender : Registrar, Indira Gandhi National Tribal University,
Lalpur, Amarkantak -484 887 (M.P.).

A pre-bid meeting will be held on: 05/10/2020 at 04:00 PM at Hall No. 2, Administrative Building, IGNTU, wherein the prospective bidders can seek clarification, if any.

Note: Date may be changed as per the requirement of the prevailing situation.


Registrar

Indira Gandhi National Tribal University
Amarkantak (M.P.) 484 887
Website: <http://www.igntu.ac.in>

कुशलसिख
इ.जी.ए.जी. विश्वविद्यालय
अमरकंटक, जिला- रायचूर (म.प्र.)

Chapter – 1- Instruction to Bidders
Tender Document for “SECURITY SERVICES”

1.	Work	Security Services at IGNTU, (Scope of work at Annexure I)
2.	Tender cost	Sealed tenders (Two Bid System) are invited for providing Security Services from reputed firms with adequate capacity, experience and sound financial standing. Interested eligible bidders may download the Tender Document from the University website: www.igntu.ac.in on payment of non-refundable fee of Rs. 3000/- through online payment in favour of “Indira Gandhi National Tribal University payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNRB0006752)
3	Eligibility Criteria	<p>The contracting agency/firm/company should have at least completed similar work during last five years of experience in providing security services in Central/State Government Departments / Public Sector Undertakings /Autonomous Bodies / Central or State Universities.</p> <ol style="list-style-type: none"> 1. Agency /Company must have experience of three similar completed works (excluding IGNTU) costing not less than the amount equal to the estimated cost. 2. The firm should have valid license under Private Security Agencies (Regulation) Act, 2005 for the state of Madhya Pradesh and/or DGR and also contract labour (Regulation and Abolition Act), 1970. The firm should have registration with EPFO, ESIC, GST. 3. The firms are also required to submit previous Customer’s Satisfactory Performance Reports from the organization served.
4	EMD	<p>EMD of Rs. 15.00 Lac (Rs. fifteen lac) only in the form of Account payee Demand Draft in favour of Indira Gandhi National Tribal University Amarkantak (M.P.) drawn on any national bank or payment through online in favour of “Indira Gandhi National Tribal University, payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNRB0006752) shall be submitted along with the Technical Bid. Exemption shall be allowed as per rule 170 of GFR 2017.</p> <p>EMD of the unsuccessful bidders shall be returned within the prescribed period under Rule 170 of GFR 2017.</p>
5	Submission of Offer	<p><u>Two Bid System:</u></p> <p>Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and financial bid in two separate sealed envelopes. A copy of Technical bid and financial bid are provided at Annexure III and IV respectively. Envelopes containing Technical Bid and financial bid should be securely sealed and stamped separately and clearly marked as “Envelope No: 1 – Technical Bid” and “Envelope No: 2 – Financial Bid” respectively. EMD should be placed in the Technical Bid envelope and if deposited online certificate should be</p>

		enclosed. These two separate sealed envelopes should be placed in single envelope super-scribing the tender Number and description of the item i.e. Tender for Security Services.
6	Opening of Financial Bid	After scrutiny of the technical bids by the Competent Committee of IGNTU, Shortlisted firms / agencies will be invited to attend the opening of financial bid.
7	Selection Process	The final selection of Firm will be based on the Evaluation process as listed at Annexure II.
8	Commencement of Operation	The selected agency should commence the security services on or before 21 days from the date of issuance of work order.
9.	Performance Security	<p>Successful bidder will have to furnish Security Deposit at the time of signing of agreement at rate of 10% of the annual payable to the Service Provider in the form of Account Payee Demand Draft in favour of Indira Gandhi National Tribal University Amarkantak (M.P.) drawn on any national bank preferable SBI, CBI and Canara Bank or payment through online in favour of “Indira Gandhi National Tribal University, payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNRB0006752).</p> <p>The Security deposit shall be released by the IGNTU only after 60 days of completion of the contract without any interest and after deducting any amount due from the Bidder against contractor’s performance obligations under the contract.</p> <p>If the contractor fails or neglects any of his obligations under the contract, IGNTU reserves the right to forfeit either whole or part of the Performance Security furnished by the bidder as penalty for such failure.</p>
10	Bid Submission	The tender duly filled in and complete in all respect, along with all the required documents duly signed on each and every page thereon should reach the Registrar, Indira Gandhi National Tribal University, Lalpur- 484 887 Amarkantak, Distt- Anuppur, MP on or before the last date through Speed Post/Registered post only.

Chapter – 2- Conditions of Contract

1. Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The bidder shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

2. *Contract Period:*

The contract is initially for a period of ELEVEN MONTHS, which may be extendable for further period subject to satisfactory performance of the work up to maximum 02 or more years in a spell of 11 months and at the discretion of the University on the same terms and conditions. However, the contract can also be terminated by giving a written notice of 30 days by the University.

3. *Preparation and submission of tender document:*

(a) The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.

(b) A copy of each of the following shall be enclosed along with the Technical Bid. Any tender documents without these shall be invalid and rejected.

i. Partnership Deed / Articles and Memorandum of Association / Certificate of Incorporation, as applicable.

ii. Copy of Registration Certificate issued by Labour Dept of State / Central Govt.

iii. Copy of License under Private Security Agencies (Regulation) Act, 2005 for the state of Madhya Pradesh / DGR.

iv. PAN Number.

v. Aadhar No.

vi. Affidavit on non-blacklisted in any organization.

vii. Copy of previous work orders showing similar kind of works.

viii. EPF, ESI & **GST** Registration No. and details.

ix. Turn over Certificates duly signed by the Chartered Accountant.

x. Copy of work order for meeting the eligibility criteria as mentioned above.

xi. Customer Satisfactory Performance Report from at least 05 organizations served excluding IGNTU.

(c) Tender received without required tender cost & EMD or lesser amount will be summarily rejected.

(d) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.

- (e) If any relative of the bidder is an employee of the IGNTU, the name, designation and relationship of such employee shall be intimated to the Registrar, IGNTU in writing while submitting the tender.
- (f) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
- (g) A list containing name, address, relationship with any employee of IGNTU, if any. Police verification report, Medical fitness Report, Aadhar Card of all probable security persons to be deployed after award of contract.

II. SUBMISSION OF OFFER

1. Bidders should quote the rates in the **Financial Bid** format given at **Annexure IV**; the quoted rates should include the miscellaneous cost related labour and all other charges. The consumables used be purchased from reputed concern and should be ISI mark and/or WHO approved.
2. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. **No erasing or over-writings is permissible.**
3. All statutory duties and taxes and other should be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall invite forfeiture of the EMD.
4. All prices and other information having a bearing on the price shall be written both in figures and words in the **Financial Bid**. Where there is a difference between amounts quoted in words and figures, the amounts quoted in words shall prevail.
5. GST and/or any other applicable taxes should be quoted separately in the absence of which it will be presumed that they are included in the rates and IGNTU shall have no liability to pay these charges.
6. The tenders not submitted in prescribed manner shall be summarily rejected and their Financial Bids shall not be opened.
7. No bidder will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the bidder would stand forfeited.
8. EMD will be liable to be forfeited if the bidder selected for the work fail to accept and sign the formal agreement or to start the work on the date stipulated in the work order.
9. ***Execution of Contract and Deposition of Performance Security:***
 - (a) A formal agreement shall be entered into with successful security service provider and performance security shall be deposited by the agency at the time of signing of agreement.
 - (b) The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the University on account of failure or negligence on the part of employees of contractor.
 - (c) On award of contract, the security service provider shall be bound to submit labour license certificate issued by competent authority within one month from the date of award of contract, failing which, award of work stands terminated without any notice. They should also furnish the information about the persons deployed by the firm along with a recent passport size coloured photograph of security guard in uniform along with the photocopy of Aadhar card.

- (d) The Contractor shall furnish indemnity bond / insurance from the General Insurance Company at his own cost to indemnify IGNTU against any claim arising out of or connected with the tender.
10. In case of identical bidder (L-1) the decision for award of work shall be taken based on the experience to be counted from the date of registration in State of M.P. or in Central Govt. / DGR.

11. Security Personnel deployment:

- (a) The minimum number of guards deployed shall be commensurate with requirement of the University. Further, the contractor should be in a position to deploy additional guards as required by Indira Gandhi National Tribal University, Amarkantak (M.P.) from time to time.
- (b) The tenderers are required to deploy approximately 06 (six) Supervisor (Ex. Serviceman), Male Guards 96 Nos (minimum 30% Ex Serviceman shall be preferred), Female Guards 10 Nos. & 03 (three) Gunmen (Ex. Serviceman) 03 Nos, Total 115 Nos. within IGNTU Campus. The number of Supervisor and Guards may be increased or decreased as per requirements from time to time.
- (c) The service provider shall ensure that the guards deployed are punctual, disciplined and vigilant in performance of their duty and will submit police verification report and medical fitness certificate issued by CMO in respect of each person deployed at IGNTU. The service provider shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. All the employees shall wear uniform with identification badge issued by the service provider. The Contractor should parade the full strength of guards and supervisors in uniform for inspection by University Official before commencement of contract.
- (d) The Proctor of the University or any person of the Proctorial Board shall be at liberty to carry out any surprise checks on the persons deployed by the service provider in order to ensure that required number of guards are deployed and that they are providing the service properly.
- (e) The guards deployed by the service provider shall be the employees of the service provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the IGNTU accrue implicitly or explicitly.
- (f) The persons so deployed shall remain under the supervision of the University. The agency concerned shall be liable for payment for their wages etc. and all other dues, which the service provider is liable to pay under various labour regulations and other statutory provisions.
- (g) The service provider shall ensure that all the guards deployed in IGNTU get minimum wages as per the **Central Minimum Wages Act** as amended from time to time and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time.
- (h) At least 50 nos. of guards shall be deployed by the agency at IGNTU campus, where the facility will be provided on the Security Barrack on chargeable basis @ Rs 200/- per month per guard.
- (i) The agency shall arrange for the training of the guards at its own cost at least once in a week or as recommended by the security officer / Security Inspector of the University.

12. Payment Terms:

- (a) IGNTU shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed including copy of **Monthly Pay Slip**. The service provider shall make payment to guards/supervisors through bank only. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period except in case of enhancement of Minimum wages by the **Central Govt**. The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- (b) The service provider shall also submit the proof of having deposited the amount of contribution on account of ESI/WC and EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the bidder fails to do so, the University shall recover the same from the dues of the bidder and remit the contribution directly to the concerned authorities in the codes of the tenderer. Further necessary action as per orders of the Competent Authority of the University deemed fit will be taken against the tenderer.
- (c) Only attendance through Face- recognition biometric face recognition shall be considered. No other attendance will be applicable. The biometric machine shall be installed by the contractor in sufficient number.

13. Compliance:

- (a) The service provider shall provide the security services continuously as per the award of contract during the agreement period. In case of discontinuation of services by the service provider in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the service provider shall be liable for necessary legal action and the University shall forfeit the performance security deposit without any notice.
- (b) The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without prior written consent of IGNTU, Amarkantak (M.P.).
- (c) Any damages to the infrastructure facilities or the property of the University by the personnel of the service provider, the agency shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same within 15 days.
- (d) In case, the security guards employed by the service provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the service provider shall be liable to take appropriate disciplinary action against such guards, including their removal from site of work, if required by IGNTU, Amarkantak.
- (e) The service provider shall replace immediately any of its security personnel who are found unacceptable to the IGNTU because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent Authority of IGNTU, Amarkantak.
- (f) The successful service provider shall be solely responsible for the redressal of grievances /resolution of disputes relating to security personnel engaged by them. IGNTU shall, in no way, be responsible for settlement of such issues whatsoever.
- (g) For all intent and purpose, the successful service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and engaged at IGNTU, Amarkantak under this contract. The security personnel including supervisors deployed by the agency at IGNTU, Amarkantak shall not have claims of any

Master and Servant relationship nor have any principal and agent relationship with or against IGNTU, Amarkantak.

- (h) IGNTU, Amarkantak shall not be responsible for any damages, losses, theft, claims, financial or other injury to any security guards deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- (i) The security personnel deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IGNTU, Amarkantak admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- (j) In case of termination of this contract on its expiry or otherwise, the security personnel engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IGNTU.

14. Compliance of Statutory Provisions

- (a) The service provider shall maintain all statutory registers under the applicable Law. They shall also produce the same to IGNTU or any other authority under the Law as and when demanded.
- (b) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IGNTU, Amarkantak is put to any loss / obligation, monetary or otherwise, IGNTU, Amarkantak shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
- (c) The selected firm/agency shall make payments to its personnels in strict observance of Labour Law, Minimum Wages Act and other statutory requirements with regard to ESI/EPF etc. Any failure on the part of the contract in this regard will lead to termination of the contract and forfeiture of the Security Deposits in addition to other penal action as per law.
- (d) The responsibility of payment of wages for the personnel deployed to carry out the contract shall remain lies with the contractor and the University shall not entertain any representations, whatsoever in this regard.

III. Right of IGNTU

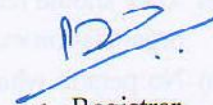
- a. The Competent Authority of the IGNTU, Amarkantak (M.P.) reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- b. The University reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Tenderer.
- c. The University reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- d. The University reserves the right to suitably increase / decrease the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the Competent Authority of the University shall be final and bindings on all parties.
- e. The University Authority, IGNTU reserves the right to award the contract for the security services either to one or more than one contractor / agency.

IV. Breach of Terms and Conditions:

- a. Safe and secured service for property and controlling the movement of students, men and women materials and vehicle in and out of the University is the essence of contract. If the quality of service rendered remains poor for a period of 15 days in spite of communication from IGNTU to the agency concerned, the contract may be terminated as per order of the Competent Authority of the University.
- b. In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by IGNTU in that event the security deposit shall also stand forfeited.

V. Dispute Settlement:

- a. It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the **Competent Authority, IGNTU** whose decision shall be final and binding on both the parties.
- b. It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at High Court of Madhya Pradesh, Jabalpur. The resultant contract will be interpreted as per provision given in the relevant Laws of the country.



♦ Registrar
IGNTU

कुलसचिव
डॉ. गौ. रा. ज. जा. विश्वविद्यालय
प्रमनकटक, जिला-अनूपपुर (म.प्र.)

Chapter – 3 – Schedule of Requirement

1. The selected Security Agency will detail security personnel, to work in three shifts of eight hours duration, every day. The shifts will be as under:
 - ‘A’ Shift – 0600 hrs to 1400 hrs
 - ‘B’ Shift – 1400 hrs to 2200 hrs
 - ‘C’ Shift – 2200 hrs to 0600 hrs (next day)
2. The Security Guards will have the following minimum qualifications/standards:-
 - (a) Be in the age group of 21 – 45 years
 - (b) Security supervisor may be deployed till the age of 50 years and shall be of Ex-serviceman.
 - (c) Be healthy, smart with good physical bearing with at least 5’6” height 80 cm chest measurements. (Except Hill tribes)
 - (d) Be trained in handling standard fire fighting equipments.
 - (e) Be able to maintain documents, verifying Identity cards / vehicle pass etc; as per the security guidelines of the IGNTU and the instructions of the Proctor(s) Security/ Officer inspector of the IGNTU.
 - (f) Should have knowledge in First Aid/driving/handling wireless equipments/modern security gadgets etc.
 - (g) They should have work experience for at least 3 years in security assignment in similar organization excluding IGNTU.
 - (h) No person who has been convicted by a competent court/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 or have police cases shall be employed or engaged as a private security guard or supervisor.
 - (i) Security Guards deployed must possess minimum qualification of intermediate/ Graduate and able to speak Hindi.
 - (j) Security Supervisor should have passed at least Graduation and able to speak Hindi and English.
3. No employee of the company / Agency shall be permitted to work for more than 26 days in a month or as specified by Labour Laws claim of wages shall be entertained accordingly. In any emergency, the orders of the Competent Authority may be obtained for deployment of more Security Personnel.

I. RESPONSIBILITIES AND LIABILITIES

1. Discipline, dress and decorum of the guards will be the responsibility of the service provider. The Agency will also ensure that the manpower engaged is as per the requirements of the security of the campus. The guards would be working under the guidance of the security supervisor provided by the agency and the entire team of the security guards and the supervisor would report to the Proctor and Authorized person of the University. Police verification of the guards and the supervisors will be done by the agency. This needs to be submitted to the University at the time of signing of the contract.
2. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedents verification certificate issued by the Police about the staff of the security agency (Supervisor and Guards etc.) should be submitted to the Security Officer / Proctor, IGNTU by the agency.

3. The service provider shall be responsible for all aspects of security or security related subjects in the University. The agency shall be working under the Proctor of the University/ Person nominated by the Competent Authority and shall ensure that the guards requisitioned are positioned as per the timings and numbers. The guards shall be in proper uniform and shall conduct themselves befitting those responsible to maintain peace and harmony in the University. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the employees, the campus residents and visitors. The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.
 4. The contractor should provide its personnel with seasonal and protective clothing, torches (with adequate supply of battery cells on monthly basis), whistle, lathies, rain coats and gum boots as are normally required for patrolling by the Security personnel. These materials are required to be deposited with Security in charge upon award of contract.
 5. The service provider shall ensure rotation of guards and supervisors at the particular post at least once in a month with prior permission and intimation. Further, guards should not be deployed on over time duty consecutively except under emergent and extra ordinary situation. However, in any case the same should not exceed 5% of total duties in a month.
 6. The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the University.
 7. Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline in the campus.
 8. The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property on the University campus. The agency will also have to inform the authorities about any pilferages noticed on the campus. The agency will be responsible for any theft and will be liable to pay for the loss incurred within 15 days of the report of the Proctor.
- ii. The agency shall install sufficient number of face recognition bio-metric machines. The attendance shall be done through face recognition machine. In case the machine is found faulty, then spare machines should be kept ready by the agency and should be provided to the Proctor within 24 hours of the Report.

iii. **PENALTY**

The University shall impose Penalty as per the amount shown against each of the following activity. The penal amount may be deducted from the monthly bills submitted by the firm/agency:

a)	Absence of security staff	Penalty of Rs.250 per day of individual absence may be Imposed.
b)	Unsatisfactory Performance	Rs.250/- on each occasion
c)	Without Proper uniform	Rs.100/ per day per person
d)	Misconduct or misbehavior	Rs.350/ per occasion
e)	Non-availability of appliances	Rs.250/ per occasion

If any of the above mentioned activities reported thrice about any security personnel including Supervisor by the Proctor, the Agency will remove the said person from the IGNTU within 24 hours.

In case of deficiency in service repeatedly, IGNTU reserves the right to impose a penalty @ 0.2% of total monthly contractual amount for each day. However, if the exceptions become general practice, action will be taken for termination of contract.

- a) In case the Bidder fails to meet any of the conditions agreed upon, the IGNTU reserve the right to take any action it may deem proper including forfeiture of part or whole of Earnest Money, Security Deposit, and /or any other amount due to Contractor. If the contractor fails or neglects to observe or perform any of his obligations under the Agreement it shall be lawful for the Competent Authority, Indira Gandhi National Tribal University to forfeit either in whole or in part, in his absolute discretion, the Security Deposit furnished by the bidder and to arrange to make suitable alternate arrangement for the service at the risk and expense of the contractor after deducting all costs and other expenses that the University may have incurred and all dues and other moneys including all losses and damages which the Indira Gandhi National Tribal University is entitled to recover from the bidder.
- b) The Security deposit can be forfeited by the order of the Competent Authority, IGNTU, in the event of non-observance of any of the conditions of Contract. On the expiry of the contract, such portion of the security deposit as may be considered by the Competent Authority, IGNTU, sufficient to cover an incorrect or excess payment made on the bills of the Contractor, shall be retained.
- c) Any sum of money due and payable to the Contractor including Security Deposit refundable to him/ them under this Contract may be appropriated by the IGNTU and set off against any claim of IGNTU in respect of any sum of money arising out of under any other Contract(s) made by the Contractor with the IGNTU and for such purpose the IGNTU shall be entitled to sell and / or realize such securities forming the whole or part of any such Security Deposit in any manner whatsoever as the University may think fit.
- d) IGNTU reserve the right to cancel the Contract at any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.
- e) Time and promptness are essence of the contract. The time specified for the session shall be strictly adhered to and time in this respect shall be deemed to be the Essence of the Contract. If the time schedule is not adhered to and the job is delayed for reasons other than beyond Contractor control, the Competent Authority, IGNTU shall be entitled at his option either to Cancel the contract or make alternate arrangement on the cost of the contractor.

IV. PROCEDURE FOR SUBMISSION OF BILLS

After each month of work, **the pre-receipt bill in triplicate prepared on the basis of the accepted rates** and attendance should be submitted to the Registrar, IGNTU through the Proctor for necessary action together with attendance/ satisfactory work completion certificate. Payment of bills will be arranged through Finance and Accounts Division of this University. The University reserves the right to carry out a post payment audit of the contractor's bill including all supporting vouchers i.e. Wages Sheet, Bank Sheet, WC Policy, EPF Statement. **The IGNTU further reserves the right to enforce recovery of any over-payment coming to light as a result of such audit, by any or all the methods prescribed above.**

Signature of the Bidder
Name & Address of the Bidder with Office Stamp

Evaluation of Bid and Award of Work

1. The bidders are to be submitted Technical Bid and Financial Bid separately.
2. The technical bid that will be submitted by the bidder should consist of the following three components in the sequence given below:
 - a. EMD of Rs. 15,00,000/- (Fifteen Lac) in the form of Account payee Demand Draft or payment through online in favour of “Indira Gandhi National Tribal University, payable at Canara Bank, IGNTU, Branch (A/C No. 6752101000027 IFSC: CNRB0006752) Certificate enclosed.
 - b. Certified order copies of all the documents in support of meeting Eligibility Criteria.
 - c. Other relevant information, which forms part of Tender document.

3. Bid Evaluation Scheme:

(a) Technical Bid:

- i. The Tenders will be evaluated on the basis of techno-commercial parameters.
- ii. Any attempt by any bidder to bring pressure of any kind shall disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for IGNTU tenders in future for a period of three years and EMD submitted may also be forfeited.
- iii. The IGNTU reserves the right to award the contract to the bidders in the interest of the University as per rule. The decision of the University shall be final.
- iv. The University may also not accept the lowest tender and reserves the right to reject or accept any/all tender(s) without assigning any reason thereof.
- v. If at any stage the firm is found black listed by any other Departments/organizations in India, the EMD/P.S will be forfeited and such tender will be rejected.
- vi. If at any stage of the tendering process, it is detected that the particulars furnished in the “Tender Form/Document” are not correct or that substantive material information has been concealed or misrepresented therein, the EMD/Performance Security of the Firm/Company would be forfeited and the tender would be forthwith rejected.

After evaluation of Technical bid, the financial bids of only those firms which are declared qualified for opening of Financial Bid shall be opened.

(b) Financial Bid:

The lowest financial bid amongst those qualified in the Technical bid will be declared as successful bidder and the contract will be awarded to the successful bidder subject to fulfillment of other standard terms and conditions.

Chapter – 4 – Specification and allied Technical Details

TECHNICAL BID

(To be sealed and placed in a separate envelope super-scribed as “Technical Bid”)
Having read and accepted all terms and conditions in the tender document and scope of work,
we submit the details for security services as follows:

1	Name of the firm	
2	Address & Telephone No and Email if any	
3	Status of firm and details of owner / partner (Attach copy of Partnership deed / Articles and Memorandum of Association / Certificate of incorporation as applicable)	
4	Year of Commencement of business	
5	Organizational setup clearly indicating details of total Manpower on Roll	
6	License under private securities (regulation) Act for the State of Madhya Pradesh (Attach copy of certificate)	
7	Registration / Details Attach copy of certificate (s) Registration Number ESI / PF Number GST Registration No PAN Number Aadhar No.	
8	Compliance to provide required number of Security personnel as mentioned in the Scope of work	Yes / No
9	List of institutions /offices where the firm is providing/provided security services (Satisfactory performance certificate to be enclosed)	
10	Annual Turnover Details for the last 3 years duly certified by the CA	
11	Details of training to security guards with proper certificates.	
12	Have you ever been debarred by Court of Law or penalized by Govt. Organization.	

Certified that the above furnished information is true and correct. If any of the details found misleading or not correct, the tender may be rejected.

Place

Signature of the Bidder

DETAILS OF EXPERIENCE (Copies of work orders along with customer satisfaction certificate may be enclosed)

Sl. No	Name of the Organization	Total Security Guards (SG) Deployed	Percentage of SG, 45 Years and below	Percentage of SG Fluent in Hindi	Percentage of SG Fluent in English	Period of work	Consolidated billing amount per annum	Name of contact details of the officer in charge at the client organization with telephone number

Certified that the above furnished information is true and correct. IGNTU is free to verify the above details from any of the clients listed above.

Signature of the Bidder
Name & Address of the Bidder with Office Stamp

Place

Date:

Chapter – 5- Price Schedule (to be utilized by the bidders for quoting their prices)

FINANCIAL BID (In a separate envelope)

(To be sealed and placed in a separate envelope super-scribed as “Financial Bid”)

Name of the work: Providing Security Services at IGNTU

Sl. No.	Description	Security Guard
1.	Basic wages per month	As per minimum wages rules, paid by IGNTU
2.	E P F	As per rule, paid by IGNTU
3.	E S I / WC	As per rule, paid by IGNTU
4.	Service charges* (Lump sum) per month	Rupees (in figure)_____
		Rupees (in ward)_____
5.	GST and other applicable taxes shall be paid by the Univeristy as per GOI norms.	

*** Service charge shall be quoted in round figure not in decimal.**

Note:

1. The basic wages shall be paid as per the Central Government minimum wages Act only.
2. TDS shall be deducted as per rule from the bill amount.
3. The guidelines framed by vigilance Commission of India governing tender and agreement will be observed in letter and script.

Signature of the Bidder
Name & Address of the Bidder with Office Stamp

Place:

Date:

Chapter – 6- Other Standard Forms

(Affidavit duly executed before the Notary Public on a Stamp Paper of Rs.10/-)

AFFIDAVIT

(Before Public Notary, _____)

I, _____ (Name of the Deponent), S/o _____,
Aged About: _____ years, Resident of: _____

_____ do hereby
solemnly state and affirm as under :

1. That, I am working as _____ (Designation of the Deponent)
with M/s _____ (Name & Address of the Firm/
Company) since _____ years ;
2. That, I am the Authorized Signatory/ have been duly authorized to execute this affidavit
on behalf of the above- named Firm / Company and as such component to swear this
affidavit. The duly certified copy of the Authorization Letter / Board Resolution to this
effect is enclosed an Annexure with this Affidavit.
3. That, being the Authorized Signatory I am conversant with the technical details and the
overall functioning of the Firm / Company applying for the present tender.
4. That, it is submitted that the Firm / Company shall maintain utmost secrecy and take
utmost care not to leak/ divulge any information of the IGNTU.
5. That, in case any such incident is noticed, penalty as imposed by the Competent Authority
of the Indira Gandhi National Tribal University shall be payable by us.
6. That, I take oath and solemnly declare/ affirm that the particulars furnished in the present
“Tender Form” are correct and that nothing has been concealed or misrepresented therein.
That, it is submitted that all the Statements / Submissions / Declarations / Information,
etc. furnished in this “Tendering Form” are true statement.
7. That, I declare that there are no legal / criminal proceedings pending/ contemplated
against our firm or any staff members of our firm. It is further submitted that the integrity
of the Firm / Company or any of its staff members is not under suspicion / inquiry /
Investigation (As the case may be) before any agency like Police, Crime Branch, Central
Bureau of Investigation, Vigilance Cell, Central Vigilance Commission, etc. and other
such agencies empowered to do so under the extant laws.
8. That, I declare that the Firm / Company here-in-above mentioned has not been black-
listed by any Organization’s/ Company.
9. That, I provide hereunder the following details of penalty imposed etc. on the Firm /
Company by any Organization/ Company by way of monetary penalty or any other mode.

S.No.	Details of Organization/ Company, etc.	Details of penalty imposed, etc.
1.		
2.		

(*) Strike off whichever not applicable.

10. That, I do hereby swear that my statements under Para's (1) to (9) are true and correct and that it conceals nothing and that no part of this is false. In case the contents of affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws.

DEPONENT

Place:

Date:

VERIFICATION

Verified at _____ on this _____ day of _____ in the year of _____ that the contents of Para (1) to Para (10) of the above affidavit are true and correct to the best of our knowledge and belief and nothing has been concealed there from.

DEPONENT

ATTESTED

(NOTARY PUBLIC)

Important Note: The date of issuance of Stamp-paper should necessarily be between the opening and closing dates of the Tender (Both dates inclusive).