

Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road,
Nagpur, Maharashtra, India - 440010
E-Tender Notice

Date:21/03/2018

Tender for Annual Contract for Security and allied services at IIM Nagpur

(E-Tendering mode)

Indian Institute of Management Nagpur invites electronic tender for Annual Contract for Security and allied services at IIM Nagpur

The tender should be electronically submitted on or before **04/04/2018**

The details of e-tender notification, technical bid and financial bid can be downloaded at www.tenderwizard.com/IIMN.

For further details on eTender participation, please contact KEONICS Help desk on Ph: 080-49352000/ 49352002 / 9964816401

E-mail: sridevi.m@antaressystems.com
mohan@etenderwizard.com,

Chief Administrative officer
Indian Institute of Management Nagpur.

E-tendering guidelines to bidders:

1. Vendors must have Class 2/3 Digital Signature Certificate to participate in the tender (To obtain DSC, please contact KEONICS help desk)
Phone: 08040482113
Email id: dsc@antaressystems.com

Note: If Vendors already having Digital Signature Certificate then no need to buy the digital signature again.

2. Bidders should register themselves in the website www.tenderwizard.com/IIMN. To activate the user ID and password, kindly pay the Registration fee of Rs.2,000 plus GST by paying online payment through credit card/Debit card /Net banking in the website.
3. Tenders –Technical bid and Financial bid should be submitted only through e-Tender portal and obtain the Tender Acknowledgement Token as proof of successful submission.
4. Tender will not be accepted after the date and time fixed for receipt of tenders as set in Tender notice or subsequent extensions if any.
5. Relevant documents in proof have to be uploaded wherever required.

Help Desk:

To get in touch with one of our customer service representatives, please refer the help desk numbers provided on the homepage or call the following number: Bangalore: 080 40482000

1. Sridevi M: 080 40482002 / sridevi.m@antaressystems.com
2. Mohan Kumar: 09686196765 / mohan@etenderwizard.com

Communication Address

KEONICS Help Desk
No. 24, 3rd stage, 4th Block,
Basaveshwaranagar,
Bangalore – 560079
Fax : 080 4048211



INDIAN INSTITUTE OF MANAGEMENT NAGPUR
Tender No. IIMN/CAO/08/2018-19 dated 21/03/2018

A. NOTICE INVITING TENDERS

1. Online bids are invited under two bid system Tender for Annual contract for Security & allied services at Indian Institute of Management, Nagpur at (hereinafter to be referred as "IIMN"). Manual bids will not be accepted.

2. Scope of the work:

Providing 24 x 7 security services by deputing guards and supervisors in the following area:

VNIT Campus:

- Building A
- Building B
- Hostel C & D
- Classroom Block

MIHAN Campus:

- 131.95 Acres

IIMN is looking for professional Security Agency being run by a reputed firm having trained manpower and adequate experience, proper trained personnel; having an own office in the field of security and safety measures at Nagpur which can operate round the clock for any emergency and assistance.

The agency will have to design the security in conjugation with the officials of the IIMN, implement and execute the same. The above-given area of responsibility may be taken as a broad guideline.

However, the IIMN expects to design the complete security service and accordingly implement and execute the Security Services so that, any untoward incident can be prevented.

In the case of any untoward incident, the responsibility of handling police complaints will lie with the contractor and loss/damage will be compensated by the Agency/contractor in part or in full, if found responsible for such loss/damage.

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To ascertain the responsibility of the Agency/Contractor a joint investigation of IIMN Management & Representative/Security Coordinator of the Security Agency/contractor will be carried out and only then the final decision will be taken.

The decision of IIMN management will remain full and final. For lodging of police complaints and any other assistance, IIMN will provide due assistance.

2.1 Allied Services:

In addition to providing security services, the contractor may be asked to provide following services in terms of manning:

- 24 x 7 information/help desk,
- Transport desk,
- Despatch/Courier desk
- and other services related to Administrative support for smooth running of Institute functions as and when required

The workman deputed by Contractor for allied services shall carry out works as directed by the respective IIMN officer/supervisor from time to time.

The Contractor shall unless specifically excluded in the Contract, shall perform all such work and services not specifically mentioned in the Contract, but that can be reasonably inferred from the Contract as being required for attaining Completion of the Works/services as if such works and/or items were expressly mentioned in the Contract.

3. Bid Downloading Schedule: Tender documents can be downloaded from IIMN web site www.iimnagpur.ac.in and www.tenderwizard.com/etenders as per the schedule given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Bid Publishing Date	22/03/2018
Bid Document Download Start Date	23/03/2018
Clarification Start Date	24/03/2018
Clarification End Date	26/03/2018
Pre bid meeting	27/03/18 at 2.00 P.M
Re-Tendering/Corrigendum (If any)	28/03/2018
Bid Submission Start Date	From 29/03/2018
Bid Document Download End Date	03/04/2018 up to 3.00 PM
Bid Submission End Date	04/04/2018 up to 5.00 P.M
Technical Bid Opening Date	05/04/2018 at 3.00 P.M
Financial Bid Opening Date	Price Bid of only technically qualified bidders shall be opened at later date in presence of authorized representatives of bidders & IIMN Officers.

4. **Bid Submission:**

Bids shall be submitted online only at www.tenderwizard.com/etenders

Tenderer who has downloaded the tender from the IIMN website www.iimnagpur.ac.in and/OR www.tenderwizard.com/etenders **shall not tamper/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are **advised to visit** IIMN website www.iimnagpur.ac.in and www.tenderwizard.com/etenders **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

5. **Tender Fee** – Rs. 2,000/-+applicable GST (Rupees Two Thousand Only + GST) to be paid online on or before the tender closing date and time. **All applicable bank charges shall be borne by the bidder. Tender Fees not received from any bidder as detailed above, the tender of that bidder will be liable to be rejected.**

(exemption on tender fee for MSME/NSIC registered units on submission of copies of valid relevant registration documents of current period)

6. **EMD Payment:** Rs. 50,000/- (Rupees Fifty Thousand Only) to be paid online on or before the tender closing date and time.

7. **Submission of Tender**

The tender shall be submitted online in two parts, viz., technical bid and price bid.

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

Part I: Technical Bid

The following documents (scanned copy) duly signed and stamped by the tenderer are to be furnished online on www.tenderwizard.com/etenders along with **Technical Bid** as per the tender document:

Mandatory Bid Documents

- i. Particulars of bidders (**Annexure A**)
- ii. Price Bid undertaking (**Annexure B**)
- iii. Tender Acceptance Form (**Annexure C**)
- iv. Authorization Letter (**Annexure D**)
- v. Copy of PAN
- vi. Copy of GSTIN registration
- vii. Registration certificate, Business license or any other statutory license required to operate the business in India
- viii. Tender Fees (online payment Scanned copy)
- ix. EMD (online payment Scanned copy)

Please upload all the Annexure with all supporting documents.

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Eligibility conditions:

Sr.	Description	Requirement	Remarks (Documents to be uploaded)
1	Minimum years in Security Services Business	Seven Years as on 31.03.2017	1)Attach- Copy of Proprietorship OR Partnership Deed OR Memorandum of the Articles of Association 2)Proof of office at Nagpur
2	Experience – Assignment completed in last SEVEN years as on March 31,2017 contracts/assignments in the Field of Security services	Three contracts > Rs. 33 lakh per annum OR Two contracts > Rs. 50 lakh per annum OR One contracts > Rs. 01 crore	Attach the work order and/or satisfactory work done certificate Please submitted the details as per Annexure-II
3	The firm must be a profit making organization for last three consecutive years as on 31.03.2017 and the Average Annual Turn Over for last three consecutive years as on 31.03.2017 should be minimum Rs 1 crore.	Minimum Rs. 1 crore	Signed and scanned copies of audited and duly certified by the Chartered Accountant balance sheet and profit & loss account of last three consecutive years ended 31.03.2017. Annexure-III
4	Employee strength Trained security guards at one location in university/academic Institute.	Minimum 50	Attach return copy with 3A / 6A for ESIC, E.P.F, Professional tax and GST certificate + challan from issuing authority. (of last Four months)
5	Registration Certificate (PASARA license)	From Police Commissioner's office for operation of security services in Maharashtra.	Attach the latest copy (Valid or applied for renewal copy)

(Simply undertaking by the bidder or CA certificate in lieu of the balance sheet and profit and loss statement will not suffice the purpose.)

Technical bid shall be opened as per Tender Critical Date Sheet. The decision, IIMN will be final and binding to all for interpretation of any ambiguity

Part II: Price Bid

Price Bid of only technically qualified bidders shall be opened at later date in presence of authorized representatives of bidders & IIMN Officers. Technically qualified bidders shall be intimated by web notification and or auto generated email through e-procurement. The date, time and location of opening the price bid shall be communicated to the eligible bidders through web-notification at www.tenderwizard.com/etenders

- The bidders have to e-submit the price bid only as per the price schedule format/template available on www.tenderwizard.com/etenders . Any other format for e-submission of price bid shall be out rightly rejected without any further reference to the bidders.
- In case if the price bid is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with IIMN.
- Do not quote price in the Technical Bid i.e. in Part-I or elsewhere which would lead to bid getting disqualified without any further reference to the bidders.
 - The prices must include all the applicable taxes and duties, fees and any other charges except GST. GST component if applicable to be shown separately and will be paid extra, if applicable.
 - IIMN reserves the right to negotiate the quoted price with the successful bidder.
 - The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

B. Other Terms and Conditions

1. **BID VALIDITY** - The offer of the Tenderer shall be valid for a period of 4 (Four) months from the last date of submission of Tender/ revised offer (if any). Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as Voluntary withdrawn by the bidder and EMD may be forfeited without any reference to the Bidder.
2. **Contract Period:** The initial period of contract will be ONE year with a provision to extend the contract for a further period of FOUR years on EVERY TWO-year basis subject to satisfactory performance, on the same terms and conditions at the absolute discretion of IIMN. However, Institute on its sole discretion, may terminate the contract at any point of time without giving any reason for it.

The contract shall be in force for the period stipulated in the contract, and on the expiry thereof, it will be deemed to have been terminated automatically unless otherwise intimated in writing. Further, the Contractor will not have any right either contractual or equitable to demand any fresh contract for another term or to continue the same in preference to anyone else.

Notwithstanding anything contained in other clauses of the tender document, the contract will automatically terminate if and to the extent that the continuation of the contract or any part thereof become illegal or legally impermissible for any cause.

Upon termination of the contact (except termination due to illegality) the Owner may be entitled, at the risk and cost of the Contractor, to arrange for the services for the balance period of the contract as contemplated in the scope of the work through an independent agency or agencies and to adjust any differential amount thus incurred from the Contractor (in addition to any other amounts, compensation and damage that the Owner is entitled to in terms of the contract or otherwise) from the security deposit or any other amounts due or becoming due to the Contractor. The decision of Director IIMN in this regard shall be final and binding.

3. **PAYMENT TERMS** - Payment shall be made every month on the basis of the bills having been prepared the Contractor in duplicate at accepted "BILL OF QUANTITIES". It is desired that copies of the documents (as may be required by IIMN) are enclosed to ensure that the Contractor has duly complied with his contractual and statutory obligations be enclosed along with the bill.
The salary payment has to be made through bank to all security guards and then only bill have to be raised in duplicate along with following documents.
 - a) Wages cum muster sheet of the guards for the month
 - b) Bank Statement of salary.
 - c) Copies of the P.F challans & ESIC challans
 - d) Copies of monthly return submitted to the P.F authorities (form 12 A,5& 10) as applicable

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- e) Statement showing the details the name of the guards engaged during the month along with P.F account number, employee's contribution of P.F and employer contribution of P.F etc.

Income Tax deduction and other statutory deductions will be made from "monthly" bills of the Contractor as per rules and regulations in force under the Income Tax Act.

GST (if applicable as per rule) shall be paid on actual.

Payments will be made within 30 days of submission of monthly bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Owner.

Payments will be made by crossed account payee cheques only OR e - payment.

The Agency shall in no case pay its employees less than the minimum mandatory rates as specified by Govt. of India per month plus allowances. The payment should be made e-transfer to bank account of security guards and security supervisors. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of ESI, EPF deductions shall be made from the amount to be paid to the Agency. In case of ESI, EPF and Bonus the Agency shall produce original challans /receipts to Security Officer for verification & records and shall submit a photocopy thereof.

4. Power, water and other facilities:

- IIMN shall provide the Contractor the facilities, specified below for use exclusively for the providing services pursuant to the contract, namely:
- Office space with intercom telephone facility (Telephone will be on actual chargeable basis)
- Water : Free of Cost
- Electricity : Free of Cost
- The contractor will arrange for other facilities, utilities, equipment and inputs required for providing the services mentioned in the contract.
- The Contractor shall be responsible for and shall ensure the proper utilisation of the facilities, equipment, furniture and utilities provided by IIMN without any manner of abuse or excess use and will undertake day-to-day repair & maintenance of all equipment and items supplied by IIMN and also keep the office provided absolutely tidy and free from any damage. For any loss or damages to the premises, fittings, fixtures and equipment, recovery at market rates would be affected from the Contractor's bills and the material/item repaired or replaced at his cost. The decision of Officer in Charge IIMN about the recovery would be final.

5. Conditions of works / services:

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Efficiency, promptness, quality service, good behavior and politeness of the Contractor and his staff are the essence of the contract. The Contractor is required to provide and supervise the operations 24 x 7 x 365 days or as per requirement mentioned in the detailed scope of works and BOQ and his Manager or Supervisor shall personally supervise operations in the premises.

Work / services shall be carried out by the Contractor as per the conditions of the contract.

The Contractor shall engage fully trained and adequately experience workmen / Staff and arrange to provide refresher training course for them as and when required and as per the direction of Owner.

All the staff shall be medically fit. The Contractor shall provide uniforms to all their staff engaged by them and deployed for IIMN's duty. It is desired that each and every staff appointed by the contractor should have police verification certificate.

The contractor shall make payment of wages to all its employees under this contract through A/C payee cheque or through bank transfer and bank statement to this effect shall be attached with the invoice submitted every month to IIMN

Entry into IIMN by any Contractor's personnel will be subject to issue of Gate Passes to such personnel for the purpose. Gate Passes shall be for a fixed period and shall be issued at the joint request of the Contractor and the personnel of the Contractor with respect to whom gate passes are sought, in the format prescribed by IIMN in this behalf to be jointly signed by the Contractor and the concerned personnel.

Issue of Gate Passes shall be subject to the approval of Officer-in-Charge and such approval shall be subject to the Contractor furnishing to the Officer-in-Charge, copy of letter of appointment issued by the Contractor to each person with respect to whom the Gate Passes is sought, signed in acceptance by the persons to whom the letter of appointment is given.

The Gate Pass may be withdrawn without assigning any reason.

The Gate Passes issued to the Contractor's personnel shall not ordinarily exceed the number which will be communicated to him by the owner from time to time except to meet emergent, casual or temporary requirements.

The Contractor's personnel shall not indulge in entertaining their guests/outside in the IIMN premises, and shall not loiter in the IIMN premises and shall not normally move out of their specified area of operation.

6. Escalation / De-escalation:

The percentage fee quoted by the bidder will be firm during the entire duration of the contract.

7. Intimation to contractor:

- a. IIMN shall inform the contractor of its requirement regarding security services for the planned events and in urgent and exceptional cases 24 hours in advance. All intimation [written / verbal] will be given to the contractor or his representatives at IIMN.

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- b. All the prices quoted should be inclusive of applicable taxes except GST, if applicable. GST component, if applicable to be shown separately and will be paid extra. The bidder will quote prices and claim payment against their services in Indian Rupees.
8. REJECTION OF TENDER (S) - IIMN reserves the right to reject any or all the bids either in part or full relating to the work under this Tender Document without any reason whatsoever.
9. CONTACT PERSON FOR ANY CLARIFICATION -
 - a. CAO : 0712-7102349/0712-7102358/0712-7102360
 - b. Email: procure@iimnagpur.ac.in on or before clarification end date as mentioned in the Critical Date sheet. Queries received after this will not be answered.
10. Bid Evaluation - The bidder who qualifies in technical bid and has quoted lowest price will be considered for award of the contract.
11. Pre Bid Meeting – 27/03/2018 on 3.00 P.M at CAO Office, IIM Nagpur, VNIT Campus south, ambazari road, Nagpur-10
12. Earnest Money Deposit (EMD) - EMD of unsuccessful Bidders shall be returned after the award of the contract. EMD of successful Bidder shall be refunded within 30 days of completion of the annual contract. No interest shall be paid on the EMD. The earnest money of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job or fails to deposit the initial security deposit.
13. Security Deposit - The security deposit consists of two elements:
 - a. Earnest money deposit [to be paid online along with the tender document]
 - b. Initial security deposit (ISD) @ 5% of the Contract Value to be paid on award of contract but before the commencement of work / services. ISD amount is inclusive of EMD.

No further recovery in regards to security deposit shall be made from the Contractor's bills after the cumulative recovered value comprising EMD and ISD recovered equals 5% of the total contract value. Annual contract amount is first-month bill amount x 12.

Release of final payments and retention amount (if any) outstanding on expiry or Completion of the contract including extended period shall be subject to the Contractor furnishing satisfactory proof of re-deployment or retrenchment, as the case may be, of employees who were deployed by the Contractor pursuant to the contracts to work within the premises of IIMN.

Security deposits amount shall be considered based on First Years' Annual contract amount.

Release of Initial Security Deposit shall be on completion of 60 months of contract period or when the contract is not extended (whichever is earlier).

No interest will be paid on any deposit.

IIMN will have right to deduct and disburse the claims of the individual/parties being a Principal Employer on any account whatsoever, in relation to their employment with the contractor. The Security Deposit will be released subject to an undertaking by the Contractor that in the event any of this workman or the heirs of workman puts up a claim for

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recovery of money due to him from the Contractor before the Appropriate authority under I.D. Act-1947 or under any other Labour Law or for Compensation under the Workmen's Compensation Act- 1923 and the appropriate Authority gives a direction for making payment that he i.e. the Contractor will meet the same of indemnify IIMN if in the event IIMN pays it as Principal Employer.

14. Taxes, labour laws and other regulations:

The Contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.

The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.

The Contractor shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESI Act, Bonus Act, Minimum Wages Act, Contract Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental agency or authority.

Clarification on Minimum wage: The per day wages of security guards/supervisors/allied services workman of various category is declared by IIMN from time to time. The contractor needs to follow these rates. For information to the bidders, during the current financial year 2017-18 the rates (Basic + DA) for 08 hours' shift are:

Security Supervisor Civilian	= Rs. 710.00
Security Guard	= Rs. 653.00

For allied services workmen of various categories (as and when required) the rates shall be declared by IIMN and communicated to the contractor.

Over time occasionally may be required for all workmen (Security services and allied services) and the payment shall be made based on per hour rate as applicable norms for respective category of workmen.

The Contractor shall be responsible for proper maintenance of all registers, records, and accounts so far as it relates to compliance of any statutory provisions / obligations. The Contractor shall be responsible for making records pertaining to payment of wages act and also for depositing the P.F. and ESI contributions, with the authorities concerned.

The Contractor shall be responsible and liable for all the claims of his employees.

The Contractor shall obtain licence under the Contract Labour (R&A] Act from the office of the Assistant Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill will be cleared only on submission of the said licence. The Contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime Register, First Aid Box, Display of Notices, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.

The Contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.

15. Misconduct:

The Contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.

16. Interpretation:

The Special conditions of Contract shall be read in conjunction with all other documents forming this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of it shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.

17. Vacation of premises:

The Contractor shall give vacant possession of the facilities/premises made available to the Contractor by IIMN and return all furniture, fixture, equipment and other items made available by IIMN in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc. shall be effected within 7 days of the completion of the period of contract or termination of the contract.

If the Contractor fails to do so, the Owner shall be free to take possession of the premises by opening lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the Contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the Contractor by the Owner.

18. Assignment & sub-contracting:

The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of unavoidable circumstances, the contractor shall be able to do it with approval of the owner of premises. However, the job shall be sublet only to the party approved by the owner. Even when it is approved by the owner, the bidder's liability towards IIMN shall not be diminished.

19. Rejection of tender (s):

The Owner reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.

20. Quantum of work:

This contract is basically an item rate contract. The quantities given in the Annexure-I of this document are approximate only and may vary in actual course of execution. The Contractor is

therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation). The service charge (in %) quoted by the bidder in Part-3, Price Bid shall remain same during the entire duration of the contract. Actual executed quantities shall be measured and paid.

21. Services for special occasion:

If at any time during the existence of the contract the Owner desires to utilise the services of the Contractor for any special occasion (Events) or otherwise, the Contractor will arrange the same at the rates to be mutually agreed upon (provided the items are outside the rates of items already included in the tender).

Similarly, in case the Owner desires to include any new items in the contract for services the same will be negotiated with the Contractor.

22. Conditional tenders:

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

23. Work at Risk and Cost:

The Institute reserves the right to get the whole or part of the work / services executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work/ services is not satisfactory.

24. Indemnity:

The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise Duty, Octroi, Works Contract etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or Bylaws. The Contractor shall not employ child labour. Payment to workers must be according to Minimum wages act.

25. Compliance with the Owners Rules & Regulations:

The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, and Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations.

26. a. Termination with Cause: The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the vendor reject the offer in whole or in part. Breach of contract shall include, but shall not be limited to the followings:

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- The vendor unable to provide service within prescribed time limit mentioned by IIMN or
- If the vendor fails to perform any other obligation(s) under the Contract; or
- The Institute or the vendor goes bankrupt or goes into liquidation other than for a reconstruction or amalgamation.

Notwithstanding the above, the Institute may terminate / reject the offer for violation of any law, for any reason of quality of service; or for any irregularity committed by the vendor or any other like reasons. If the Contract is terminated the vendor shall stop providing services immediately.

- b. Termination without cause:** Notwithstanding any of the above terms, this contract can be terminated by either of the parties without assigning any reason by giving the other party, thirty (30) days written notice of termination.
- c. While terminating** this contract due to the reason as mentioned in a & b above, it is agreed that IIMN will be making payments to the vendor on pro rata basis for delivering the service and other actual costs incurred by service provider which is duly certified by authorized officer of IIMN made up to the day of cancellation of the contract excluding the taxes.

27. Force majeure:

If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

28. IIMN does not take any responsibility for the tender being wrongly submitted in the e-procurement portal and malfunction of the system or not received in the portal by the stipulated date and time.
29. The EMD shall be forfeited if a bidder withdraws his/her bid during the period of bid validity as specified in the bid form.
30. Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he/she has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.
31. IIMN reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-ever. IIMN may also withdraw or cancel the tender either in part or in full to its sole discretion. IIMN also does not bind itself to accept the lowest bid. All bids are to be

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made strictly as per the terms and conditions and formats given in the bid document and no deviation, whatsoever, will be accepted. Conditional Bids will not be accepted.

32. The vendor shall be responsible for any minor / major incident / accident with their staff deployed at IIMN for the smooth execution of the contract.
33. Bidders are requested to come for the Pre Bid meeting to understand the exact scope of work/requirement.
34. COMPLIANCE OF STATUTORY OBLIGATIONS: The vendor will be required to comply with all statutory obligations from time to time applicable to this contract.
35. In the event of violation of any contractual or statutory obligations by the vendor, the vendor shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against IIMN by any individual, agency or government authority due to acts of the vendor, the vendor shall be liable to make good / compensate such claims or damages to the IIMN. As a result of the acts of the vendor, if IIMN is required to pay any damages to any individual, agency or government authority, the vendor would be required to reimburse to IIMN such amount along with other expenses incurred by the IIMN or the IIMN reserves the right to recover such amount from the payment(s) due to the vendor while settling its bills OR from the amount towards EMD of the vendor lying with IIMN.
36. The successful bidder shall in no case lease / transfer / sublet the contract at IIMN to any other agency without prior permission from IIMN in writing.
37. Selected bidder would be required to enter into a contract with IIMN. The Letter of Award of the Contract, this tender document along with the Price Bid will collectively form part of contract. The contract shall be as per format provided herein.

38. Dispute Resolution:

If any dispute, difference, controversies or claims of any kind whatsoever shall arise between IIMN and the successful bidder, they shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies, or claims by referring it to the Director of IIMN and the successful bidder.

If IIMN and successful bidder fail to resolve such dispute or difference, controversy, or claim by mutual consultation, then either Party may give the other, a formal notice in writing that the dispute, difference, controversy or claim exist specifying its nature, the point(s) in issue and its intention to refer such disputes, differences, controversies, or claims to arbitration under the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by Director IIMN having requisite technical expertise to adjudicate such nature of disputes. The decision of sole arbitrator shall be binding on both the parties.

Arbitration shall be held in Nagpur, India and the arbitration proceedings shall be conducted in the English language. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award and the same shall be final and binding on the Parties. The award shall be entered in the courts at Nagpur and such courts may order enforcement of

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the award against the Parties and their respective successors and permitted assignees. The costs and expenses of the arbitration shall be borne by equally by both the parties. The courts in Nagpur shall have the exclusive jurisdiction.

39. If any provision of this tender document is or becomes invalid, illegal or unenforceable, it shall not affect the validity of any other provision of this tender document. The invalid provision shall be replaced by a lawful provision having a valid proximate purposeful and economic effect.
40. No employee of the Agency shall work for more than 27 days in a month or as specified by labour law.
41. The Agency will get all the staff on its roll for contract at IIMN verified of their antecedents through Nagpur Police and a certificate to this effect be furnished by the agency to the Institute within 3 months of initial deployment. The agency should maintain a proper record/documents of the same. These documents are required to be produced to the Institute whenever required.
42. The Agency shall have proper standard and procedures of recruitment and training. The agency will provide a copy of training manual for inspection to IIMN. The training institute of Agency should be approved by PASARA 2005.

Bid Evaluation Scheme

- The price bids of only those bidders shall be considered for opening and evaluation whose bid is determined to be technically acceptable to IIMN.
- IIMN reserves the right to accept/ reject any tender in part or full, without assigning any Reason whatsoever.
- IIMN reserves their right to negotiate the quoted price with successful bidder.
- Technical bid score, out of 100, will be arrived based on the following Parameters / Attributes / Dimensions:

Sr.	Description	Maximum Marks
1	Extent and Quality of Experience in providing/managing Security Services	70
2	Size of current business (turnover)	
3	Extent of national presence	
4	Client list, retention record and size/distribution of contracts completed/under execution	
5	Number of employees on the role	
6	Relevant registrations/license with statutory authorities like: <ol style="list-style-type: none"> 1. EPF, ESIC, GST, Professional Tax and Labour Welfare Board. 2. PASARA License to run Security Business in Maharashtra 3. With Labour Authority 4. Relevant ISO Certified 	
7	Systems and processes followed for recruiting and training the employees	
8	Client satisfaction certificates (Completed and assignments on hand)	
9	Type of Office set up in Nagpur	
10	Client site visit (if required) /feedback from clients.	
11	Reporting and Review Systems proposed	30
12	Capabilities/expertise of the bidder to guide in improving Security services	
13	Presentation at IIMN on the solution proposed	
14	Commitment of top management	

Step-1- Bidders scoring less than 50 marks will not be considered for further evaluation.

Step -2: Among the Bidders scoring 51 or more marks only Top FIVE scorers/bidders will be considered for opening of price bids. Director IIMN reserves the right to increase the number of

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scores/ bidders for opening of the price bid. Which means the number of top scorers/ bidders can be higher than five or lower than five.

Step – 3: Opening of Price bids of bidders as explained in Step-2.

The lowest bidder will be considered for award of the contract.

Notes:

1. IIM Nagpur reserves the right NOT to award the contract to the lowest bidder.
2. IIMN reserves the right to reject any or all bids without assigning any reason.
3. IIMN reserves the right to increase or decrease the scope of work.
4. IIMN reserves the right to assign the contract to two different agencies if required

Guidelines:

It is desired that the bidder make an in depth survey of entire campus, understand the scope of work, buildings, grounds, campus resident’s habits / life / expectations etc. from the perspective of delivering best solution/ services.

The bidder needs to interact with IIMN to understand how the security services are managed at present and to which benchmark it needs to be improved.

After the detailed survey and understanding the bidder can propose the solution with detailed break up.

One shift to be considered as EIGHT hours of work/service.

Notes:

Estimated Break up of manpower required:

Sr.	Manpower	No. of Shifts in 24 hours	For Information- Per day wage (Basic + DA) for FY 2017-18	Remarks
1	Over all operation head	0		IIMN is planning to construct boundary wall at MIHAN campus (131.95-acre campus) In view of this the requirement of workmen may increase when these construction is completed.
2	Security Supervisor (Ex Service man)	0		
3	Security Supervisor (Civilian)	1 (if required)		
4	Security Guards (Civilian)	09(on duty) +2(Off reliever) =11 per day.		
5	Allied Services	0	Proposed wage to be same as Security Guard (

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		Civilian)	
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Indicative Monthly Bill Format for information

Description		Notation	Formula	Security Guard / Supervisor BASIC=
Rate		A		
Normal Duty	Shifts	B		
	Amount Rs.	C	A*B	
EL (BASIC)	Amount Rs.	D	C*12.09%	
Extra Duty (OT)	Shifts	E		
	Amount Rs.	F	A*E	
Total	Amount Rs.	G	C+F	
PF (BASIC) + Admn. Charge	13.16%	H	C*13.15%	
ESI(Total salary+EL)	4.75%	I	G*4.75%	
Service Charge (on Normal Duty only)	-----%	J	G* %	
Sub Total -1		K	G+D+H+I+J	
GST/Service Taxes = 18% of Sub Total - 1	18%	L	K*18%	
Grand Total	Amount Rs. = K + L			
Total Rs.				

C. Detailed Scope of services and special conditions

- The contractor shall have to provide Intelligence, Surveillance, Patrolling Protection and Security Service on round the clock in 8 hrs. Shift duty pattern, as the case may be, at IIMN premises, work center and movable & immovable properties as per the requirement given by In- Charge Security by deploying trained security personnel. The tentative list of duty points is enclosed at this Annexure-I.
- The scope of job of the contract's workers will be as under: -
 - To regulate the points of entry and exit round the clock in order to prevent entry of unauthorized persons, vehicles and unauthorized removal of any property from the premises of the Institution.
 - To man the static posts and patrolling beats, covering all strategic points and vulnerable areas. The posts and beats will be fixed in consultation with the company.
 - To escort cash from one place to another, as and when desired by the Institution.
 - To provide personal security to the Director, Dean, Professors, Administrative staff and Guests of the Institution when desired.
 - To make foolproof arrangement in the prevention of loss by fire and ensure the 100% serviceability & roadworthiness of Fire Equipment and Fire Tenders in coordination with the Institute's Fire Department.
 - To coordinate with the local police authorities/officials as and when necessary for the efficient discharge of duties by the Security Personnel.
 - To frame suitable work practices and code of conduct in consultation with the Institute.
 - To protect Institute's property and personnel on duty round the clock.
 - To provide sufficient numbers of security guards/supervisors as required from time to time managing the security requirements at our works round the clock.
 - To ensure no unauthorized person enters the premises and creates any kind of disturbance.
 - To monitor and check vehicular traffic at gate and inside the Institute and Residential Complex.
 - To take proper steps to ensure full safety and security of all employees, company property including residential premises in case of any unrest/strike etc.
 - To maintain good liaison with the local police and provide information of intelligence value.
 - Carry out other tasks allotted by the management in the interest of security.
 - To carry out search of staff and vehicles of the Institute as directed time to time.
 - To guard against thefts, pilferage, fire and other damage to the property of the Institute including protecting the Institute and its personnel against terrorist/rioters/saboteurs/calamities etc.
 - To guard & escort visitors inside the Institute after completing necessary formalities when

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required.

- Carry out perimeter and link patrolling in and around the Institute.
- Render First Aid Services and support in managing any crisis or calamities.
- Conduct exercises in Fire Fighting and First Aid for the Institute's employees in case ordered to do so.
- Control the movement of goods inside and outside the institute and monitor loading and unloading of the materials within the institute premises.
- The authorized officer of the service provider shall exercise jurisdiction regarding selection of personnel deployed at the Institute. However, the Institute will have right to replace anyone not found suitable.
- The entire security personnel should be thoroughly trained in security duties, first aid, firefighting and the Institute may examine their proficiency. The Service provider also undertakes to carry out regular drill practice for its person.
- During the time of any Conferences, VIP Visits, Special Events, Functions, etc. during the same, the Contractor or his representative will have to co-ordinate the whole event and would be responsible for any untoward incidents. He will work in tandem with the Security Officers of IIMN."
- The contractor shall be responsible for safeguarding the IIMN'S properties, fixture, furniture, vehicles, wings, store yards, stores, etc. and shall be liable to reimburse any financial loss incurred by IIMN arising out of theft / pilferage, carelessness, and negligence of duty or dishonesty or connivance of contractor's security personnel with others causing any loss to IIM-Nagpur. This will be recovered at market rate prevailing at the relevant time as ascertained by IIMN. To ascertain the responsibility of the Security Agency/Contractor, a joint investigation with IIMN management and Representative/Security coordinator of Security Agency/Contractor will be carried out and only then the final decision shall be taken. The decision of Head Institution, Nagpur shall be final and binding on the contractor.

Desired Profile of Manpower:

The Service Provider will provide Officers, Supervisors and Guards and other personnel as per the following profile:

Profile/ Category	Security Guards	Security Guards with arms	Supervisors	Security Service Co- coordinator
Rank	Civilian	Ex-Serviceman up to the rank of Havildar	Ex-Serviceman o f the rank of Naib Subedar and above	Subedar Major/ Honorary Lieutenant/Capt
Height	Min 168cms	Min 168cms; 164cms for Gorkhas	Min 168cms; 164cms for Gorkhas	Min 168cms; 164cms for Gorkhas
Character	Exemplary	Exemplary	Exemplary	Exemplary
Medical Category	AYE-SHAPE 1	AYE-SHAPE 1	AYE-SHAPE 1	AYE-SHAPE 1
Vision	Normal(6/6)	Normal(6/6)	Normal(6/6)	Normal(6/6)
Physique	Good	Good	Good	Good
Age limit	Below 40 yrs	Below 48 yrs	Below 58	Below 55 yrs

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Education	Minimum 10 th pass	Minimum 10 th Pass	Preferably Graduate	Graduate
Languages Known	Marathi & Hindi	Marathi & Hindi	Marathi, Hindi and English	Marathi, Hindi and English
Industrial Experience	Minimum 2 yrs. in any Academic Institutions	10 yrs. in Defense	10 yrs in Defense	10 yrs in Defense
Police verification	Must	Must	Must	Must

Duties of the Security Personnel:

- (a) Security Service Co-Coordinator: The Security Service coordinator would be placed by the Security Service Provider and should be a graduate preferably an Ex-Military Personnel proficient in Hindi & English who would not be paid by IIMN however, would perform the following duties on behalf of the Security Service Provider:
- (i) He would be present before the Security I/C every morning and evening for better co-ordination and efficient service of the security services at IIMN.
 - (ii) He will implement all suggestions and recommendations given by the management.
 - (iii) He will be responsible for all the relief, changes, bills, pay, taxes, etc.
 - (iv) He will bring to the notice of the management anything relevant to the security of the IIMN.
 - (v) He will be responsible for liaison with the police right from intelligence gathering to FIR lodging to bringing the justice to getting clearances for foreign students, etc.
 - (vi) He will investigate along with the IIMN security I/C any untoward incident, justify the penalty and pay up through decided mode of payment against any loss/damage/theft/pilferage, etc.
- (b) Security Supervisor: The Security Supervisor would be responsible for the following duties:
- (i) He will be responsible for checking, reporting and maintaining presence of all the personnel at their respective places.
 - (ii) He will brief all the guards before they take on their respective duties.
 - (iii) He will accompany the patrolling party time to time to carry out the assessment of the situation.
 - (iv) He will ensure the timely training of the security guards in firefighting, mob control, efficient checking of the vehicles and personnel, escorting valuables, parking space management, etc.
 - (v) He will be responsible for the training of IIMN personnel if the management desires so.
 - (vi) He will assist Security Service Co-coordinator in carrying out his duties.
 - (vii) He will be responsible for the control over all the Security Guards as well as Security guards with Gun.
- (c) Security Guard with Gun (if required): The Security Guard with guns will only be placed after due weightage and prior approval of the IIMN management. If allowed

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to be placed, then they will be under complete control of the Security Supervisor. They will be responsible for the following:

- (i) They will be more of a deterrent measure than actual use.
- (ii) They will not load their gun unless specifically ordered to do so by the Security Supervisor or Security I/C or Security Officer of IIMN or under grave threat to the IIMN property or personnel's life.
- (iii) In normal circumstances, they will assist Security Guards in carrying out their duties.
- (iv) They will always be careful and responsible about their weapon.

(d) Security Guard: They will carry out all the duties mentioned in sub-clauses of clause 7.2 under the guidance of the Security Supervisor and Security I/C of IIMN.

In case the bidder does not have its office at Nagpur, the bidder will have to open a local office at Nagpur working round the clock with telephone and fax facility within 30 days from the issue of work order. All necessary documents pertaining to the contract will be maintained and stored in the Nagpur office by the contractor.

The contractor will be required to maintain the following registers, wherever applicable, as mention below: -

- (a) Vehicles IN/OUT Register
- (b) Material IN/OUT Register
- (c) Keys Register
- (d) Charge Handing /Taking Over Register
- (e) Visitor Register
- (f) Foreigners Entry /Register (Where required)
- (g) Daily Progress Report /Situation Report Forms
- (h) Fixture and fitting register. (All fittings of dorm & office area)
- (i) Contractor Labour movements register.
- (j) Any other registers required for the efficiency of service.**

No residential accommodation, transport, medical or any other type of facility will be provided by the INSTITUTE to the Contractor's workers and it will be sole responsibility of the contractor to provide the same to his workers.

KITS & LIVERIES:

In order to maintain smartness and impressive appearance, the contractor will have to provide following Kits & Liveries (uniform) to his workers/ guards. The contractor's personnel while on duty should give a smart turnout and should report for duty in the prescribed uniform. The cost of Rs. 3000/- per workmen (Guard/supervisor or any other category of workman for allied services also) per annum is a fixed amount for the first year of contract. It will be revised every year based on market conditions. Suggested list of items to be issued to all personnel (it may vary or may be decided mutually also):

Sr.	Item Description	Quantity
A	Individual Issue Items	

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01	Pair of pant & shirt (Any colour other than khakhi), Rain wear, Winter wear	02 Pair
02	Leather Shoe (Black)	01 Pair
03	Socks (Nylon)	02 Pair
04	Beret Cap	01 No
05	Cap & Shoulder Badges	01 Pairs
06	Leather Belt / Web Belt (Nylon)	01 No
07	Whistle with cord	01 No

Police Reports/ FIR's will be lodged by contractor for cases of theft / pilferage & any other matter directed by authority. It shall be detected by security contractor's team in consultation with IIMN. Monthly Progress Report of observations and crimes shall be submitted every month.

Annexure-I
VNIT CAMPUS:

Sr. No	Location of Duties	Shift-I	Shift-II	Shift-III	Total
1	Security Supervisors	1	0	0	1 (if required)
2	Main Gate-1 (Building -A)	1	1	1	3
3	Main Gate-1 (Building -B)	1	1	1	3
4	Back side of Hostel (C & D)& Classroom block	1	1	1	3
5	Off reliever for security guards	2	0	0	2
	Total Security Supervisor & Guards	1+5	3	3	1+11

Note: This requirement indicative and it is based on Feb- 2018 month. It may increase or decrease as per the institutional requirement.

Annexure-II

Assignment completed in last SEVEN years as on March 31,2017 contracts/assignments in the Field of Security services

Sr.no	Name of Institute/ firm	No of Guards	% of Service charge on fixed wages	Total cost per Month / annum

Annexure-III

The firm must be a profit making organization for last three consecutive years as on 31.03.2017

Sr.no	Year	Annual turnover	Profit & loss
1	2014-15		
2	2015-16		
3	2016-17		
4	2017-18		

Annexure A

PARTICULARS OF BIDDER

SR.NO	DEACRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors (In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	Online payment details and amount (if applicable)/MSME or NSIC Regn. No.	
	a)Tender Fees	
	b)EMD	
	c)MSME/NSIC Regn. No. (If applicable) (Enclose self-attested photocopy)	
6	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN (GST Registration No.) (If applicable) (Enclose self-attested photocopy)	

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9	Any other Relevant Information e.g. Number of Years of Experience in similar line of business	
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I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. IIMN/CAO/08/2018-19 dated 22-03.2018 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “Annual Contract for Security and allied services at IIM Nagpur as per Price Bid

Signature _____

Name of the bidder _____

Date _____

Official seal of bidder _____

NOTE: Please submit all the above mentioned supporting documents with seal and signature for verification.

Annexure - B

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
IIM Nagpur,
VNIT Campus,
South Ambazari road,
Nagpur-10

Dear Sir/Madam,

I submit the Price Bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except GST component and GST if applicable will be paid extra, if applicable.
4. I shall not tamper/modify downloaded price bid template from www.tenderwizard.com/etenders in any manner.

Yours Faithfully,

Signature of authorized Representative

Annexure - C

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
IIM Nagpur,
VNIT Campus,
South Ambazari road,
Nagpur-10.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

Name of Tender / Work: _____

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking and there has been no litigation with any Government department on account of this services.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the

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contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure D

Authorization Letter
(To be submitted in Company Letter Head)

To
IIM Nagpur,
VNIT Campus,
South Ambazari road,
Nagpur-10.

Sir,

Sub: Authorization of Contact Person for submission of online bid(s)

We have registered online as a bidder with website www.tenderwizard.com/etenders for submission of online bid(s) and our Registration Number is

We acknowledge our acceptance of General Terms and Conditions of e-procurement and Buyer Specific Terms and Conditions as displayed on said website as well as mentioned in your tender document(s).

I,, in the capacity of (Designation) hereby authorize Mr/Ms, (Designation) to act as the Contact Person on behalf of our company for submission of online Bid through above sated website.

It is further submitted that the said Contact Person shall use his Digital Signature Certificate (DSC) issued by and with serial number for submission of online bid(s) / application.

On behalf of our company, I undertake to take full responsibility of the bid(s) / information submitted by the said Contact Person on your above referred website and we shall not hold Indian Institute of Management, Nagpur responsible for any wrongful act committed by the Contact Person during the online bidding process.

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In case of any change in the Contact Person on a later date, I shall inform Indian Institute of Management, Nagpur with a request to effect the change in its records.

Thanking you.

Yours sincerely,

Date: (Name & Designation)

Affix Company Seal

CONTRACT FORM

This AGREEMENT made the ____ day of _____, 2017 between Indian Institute of Management Nagpur with its office at Indian Institute of Management Nagpur, (hereinafter called the IIMN)

AND

M/s. _____, address _____ (hereinafter called the contractor). WHEREAS the Institute is desirous to avail decorative services/items as mentioned in the tender document no. _____, and the Institute has accepted a bid by the Contractor for a sum of Rs. _____ (Contract price in words and figures, hereinafter called the Contract Price). Now this agreement witnesses as follows: -

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall deem to form and be read and construed as part of this Agreement viz:
 - a. Complete Tender Document No.: ____ dated ____
 - b. Notification of award in f/o the contractor, vide work order No.: ____
3. In consideration of the payments to be made by the Institute to the contractor, the contractor hereby covenants with the Institute to provide the services in conformity in all respects with the provisions of the Contract.
4. The Institute covenants to pay the contractor in consideration of the services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. It is explicitly agreed that all terms and conditions laid down in the above documents will apply.

In witness whereof the parties hereto have caused this Agreement to be executed.

For and on behalf of the Contractor

For and behalf of the IIMN

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Signature: _____

Signature: _____

Name: _____

Name: _____

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to fill-up this checklist which is as follows:

Sr.no	Item Description	Yes/No	Bid Reference
1	Tender Fee (scanned copy)		
2	Earnest Money Deposit (Scanned copy)		
3	PAN		
4	GST Registration		
5	Particulars of bidders (Annexure A)		
6	Price Bid undertaking (Annexure B)		
7	Tender Acceptance Form (Annexure C)		
8	Authorization Letter (Annexure D)		
9	Minimum years in Security Services Business (Seven Years as on 31.03.2017)		
10	Experience – Assignment completed in last SEVEN years as on March 31,2017 contracts/assignments in the Field of Security services Annex-II		
	Three contracts > Rs. 33 lakh per annum		
	Two contracts > Rs. 50 lakh per annum		
	One contracts > Rs. 01 crore		
11	The firm must be a profit making organization for last three consecutive years as on 31.03.2017 and the Average Annual Turn Over for last three consecutive years as on 31.03.2017 should be minimum Rs 1 crore. Annex-III		
12	Employee strength Trained security guards at one location in university/academic Institute. Minimum 50 Annex-II		
13	Registration Certificate (PASARA license)		