

INDIAN INSTITUTE OF CORPORATE AFFAIRS**(A Registered Society established by the Ministry of Corporate Affairs)****NOTICE INVITING TENDER****NIT No. IICA 5-8/2011****NAME OF Work: Annual Contract for Security Services at IICA, Plot No. – 6, 7, 8, Sector -5, IMT Manesar, Dist Gurgaon, (Haryana)**

Sealed tenders are invited under Two-Bid system from reputed agencies for the above said work for a period of three years. The tender document can be downloaded from the **IICA** website www.iica.in.

Last date for submission of tender(s) is 03 October, 2012 at 3 P.M. at IICA, IMT, Manesar. In case, any holiday falls on the day of opening, the tenders will be opened on the next working day at the same time. The Financial Bids for the bidders whose Technical Bid is found complete and conform the eligibility criteria, shall be opened later. The tenders received after the above said scheduled date and time will not be considered. No tender by fax will be entertained.

TENDER DOCUMENT

NAME OF Work: Annual Contract for Security Services at IICA, IMT Manesar, Dist Gurgaon, (Haryana)

GENERAL INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria For Technical Bid for Security Services at IICA, Manesar, :-

- a. Bidder should have Private Security Arms Regulation Act (PSARA) license for Operating in Haryana.
- b. The Bidder must be in possession of experience certificate / work order / invoice for having provided services and any one work order / invoice of not less than Rs. 50 lakhs per year for last three financial years.
- c. The Bidder should have been registered with DGR, Ministry of Defence, Govt. of India.
- d. The bidder should be in possession of valid licence for provision of armed guards from the Government of Haryana.
- e. The bidder must possess valid EPF, ESI and Service Tax registration number.
- f. Copy of award letter / Work Order / Invoices issued by the concerned department, establishing the satisfactorily completion/execution of similar works stating the amount of work executed must be enclosed along with the tender.
- g. The contractor must indicate:-
 - Whether they have any training facility for their personnel
 - If not, in which institute do they have their personnel trained.
 - In either of the above cases, the full postal addresses and land line no. of the institution should be provided.
 - Numbers of personnel trained in the last 3 financial years, with their names and designations should be provided year-wise.
 - Attested photocopies of sample training certificates must be provided.
 - The security agency must have at least two branches. The address and land line telephone number of the branches must be indicated.
- h. The contractor should submit sample photographs of summer and winter uniforms with caps, shoes and lathi etc.
- i. Originals of all documents submitted should be made available for verification.
- j. **Earnest Money Deposit (Bid Security):** The contractor shall deposit the earnest money of Rs. 50,000/- in form of DD/Pay Order of a scheduled bank in favour of Indian Institute of Corporate Affairs, payable at New Delhi along with the tender document.

2. Note:

- i. Any Tender not accompanied by Bid Security shall be out rightly rejected.
- ii. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

- iii. Bid security of the successful bidder shall be returned on receipt of Performance Security by the IICA and after signing the agreement.
- iv. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- v. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the IICA
- vi. The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

3. **Technical Bid and Financial Bid:**

- 3.1. The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bid for each work. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidder. The EMD shall be kept in the envelop for technical bid. The complete tender must be submitted before 3 p.m. on 8th August, 2012

4. **One Bid per Bidder:-**

Each Bidder shall submit only one tender bids from partner in joint venture or as a member of consortium are not acceptable.

5. **Cost of Bid:-**

The tender document can be obtained from the office of the IICA Manesar or can be downloaded from the IICA website: www.iica.in .

6. **VISIT TO IICA**

IICA is a rapidly growing institute spread over approx. 14 acre of land. Besides various academic departments, there are hostels, residential houses etc. There are two entry/exit points in the campus and the boundary wall is complete on all sides. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to IICA and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

7. **TENDER DOCUMENTS:-**

7.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Security Arrangement at IICA. The Tender document comprises of:

(A) Technical Bid:

7.2.1. Tender Document	Annexure-I
7.2.2. General Terms & Conditions;	Annexure-II
7.2.3. Special Instructions;	Annexure -III
7.2.4. Scope of Work.	Annexure-IV
7.2.5. Checklist for Technical Bid	Annexure – V
7.2.6. Undertaking (on a Stamp Paper of Rs. 10.00);	Annexure - VI
7.2.8. Form of Bank Guarantee for performance security	Annexure-VII
7.2.9. Form of Financial Bid	Annexure-VIII

(B) Financial Bid:

1. Financial Bid for Security Arrangement;

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

8. PREPARATION OF BIDS:-**8.1 Language.**

The bids and all accompanying document shall be in English or in Hindi.

8.2 Documents Comprising the Bid.

8.2.1. The tender shall be submitted in sealed cover. This sealed cover shall contain Technical Bid and Financial Bid Sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidder.

8.2.2. The complete tender must be submitted before 3.p.m on 8th August, 2012. The tender received after the due and time shall not be entertained.

8.3. BID PRICES:-

8.3.1. The bidder shall quote separately the **monthly rates for each job** in Indian Rupees. The tendered rates include all the liabilities of the contractor such as statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc, cost of uniform and identity cards of personnel deployed by the contractor required for the smooth and satisfactory execution of the work which should be clearly stated by the contractor. The statutory deductions like income tax, work contract tax etc. (Wherever applicable) shall be made from the bills of the contractor.

8.3.2. Conditional bids/offers will be summarily rejected.

8.4 FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and payment:-

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.6. Duration of Contract:-

The contract shall be valid initially for three years however the same can be extended on same rates, terms & conditions for another one year or part thereof with written mutual consent of both the parties.

8.7 Requirement of Personnel

Initially, the IICA may require 50 security guards(including one PSO). However, the number of security guards can be decreased or increased from time to time.

8.8 Format and Signing of Bid:

- 8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
- 8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the ,or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. Submission of Bids:-

9.1. The bidder shall submit the Technical Bid for work in a separate sealed cover and the Financial Bid for work in another sealed cover duly super scribed and all these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

9.2 The sealed cover of Technical Bid should consist of the following documents:-

- a. Earnest Money Deposit (Bid Security) for the Rs. 50,000/- (Rupees Fifty Thousand Only).
- b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- c. Self-attested copy of PAN No. card under Income Tax Act;
- d. Self-attested copy of Service Tax Registration Number;
- e. Self-attested copy of Valid Registration No. of the Agency/Firm;
- f. Self-attested copy of valid Provident Fund Registration Number;
- g. Self-attested copy of valid ESI Registration Number;
- h. Self-attested copy of Valid Licence and Number under Contract Labour Act and under any other Acts/Rules;
- i. Self-attested copy of registration of the Agency/Firm from Police Department/DGR.
- j. Proof of Annual turnover. The Bidder must have the Annual Turn Over of Minimum Rs. 5 Cr for last three years. This should be duly supported by respective ITRs.
- k. The bidder must have completed three similar works in the last three years, one of these works should have been of the value of Rs.1 Cr or more and two other works should have been of the value of Rs 50 lakhs each.

- l. Proof of experience supported by documents from the concerned organizations;
- m. Duly filled and signed Annexures I to X.
- n. Undertaking
- o. Other papers which are part of the Tender Document
- p. Performa for the Manpower Deployment Plan.

9.3 The sealed cover of Financial Bid separately for work should contain only the Price bid in original duly filled in figures and words.

9.4 All the sealed covers shall be addressed to Chief Administrative Officer, IICA, Plot No P-6, 7 & 8, Sector 5, IMT Manesar.

9.5. The tenders shall remain valid and open for acceptance for a period of 90 days from the Last date of submission of tender.

10. Late and Delayed Tenders:-

10.1 Bids must be received in the IICA at the address specified above not later than the date and time stipulated in the NIT. The IICA may, at its discretion, extend the deadline for submission of bids. Any bid received by the IICA after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax will be entertained.

11. Bid Opening and Evaluation:-

11.1. The authorized representatives of the IICA will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.

11.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

11.3 Conditional bids will also be summarily rejected.

11.4 Financial bids of only the technically qualified bidders will be opened for evaluation. The date and time for opening the Financial Bids shall be communicated to the technically qualified bidders to facilitate for being present at the time of opening the Financial Bids, if they want.

11.5 The Financial Bids lower than the DC Rates for Gurgaon (including all other statutory obligations like uniform, EPF, ESI, Bonus, Leave Relief, Gratuity etc. shall be rejected.

**Signature
of the Bidder with seal**

12 Right to accept any Bid and to reject any or all Bids:-

- 12.1 The IICA is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason.
- 12.2 The IICA may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Govt. Deptt./Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 12.3. The IICA may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

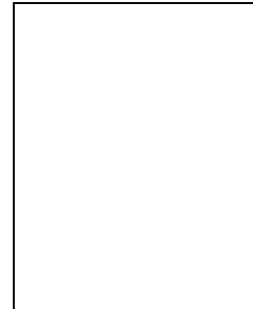
13. Award of Contract:-

- 13.1. The IICA, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 13.2. The IICA, will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which IICA will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 13.3. The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter of Offer.
- 13.4. The successful bidder shall be required to furnish a Performance Security within 10 days of receipt of 'Letter of Offer' for an amount of Rs. 3,00,000/- (Three Lac only) drawn in favour of IICA, payable at New Delhi or furnish a bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure VIII in the form of an Account Payee DD from a scheduled bank in favour of Register, IICA. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

**Signature
of the Bidder with seal**

**TENDER FORM FOR Security Services at IICA, Plot No. – 6, 7, 8, Sector -5, IMT Manesar,
Dist Gurgaon, (Haryana)**

1. Due date for submission of Tender:



2. Opening time and date of Technical Bid
3. Names, address of firm / Agency and Telephone numbers
4. Registration No. of the Firm / Agency with DGR/ Police.
5. Name, Designation, Address and Telephone No. of Authorized person of Firm / Agency to deal with.
6. Copy of PAN Card issued by Income Tax and copy of previous three Financial Year's Income Tax Return
7. Provident Fund Account No.
8. ESIC Number
9. Licence number under Contract Labour (R & A) Act, if any
10. Details of Bid Security deposited:
- (a) Amount : Rs.
(Rupees in words also)
- (b) FDR No. or DD No. or Bank Guarantee in favour of

(c) Date of Issue:

(d) Name of issuing authority

11. Details of Tender cost, if downloaded from the website.
12. Details of ISO Certification:
13. Any other information, if any:
14. Declaration by the bidder

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves abide by them.

(Signature of the bidder)
Name and Address
(with seal)

GENERAL TERMS & CONDITIONS

1. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to the wages of the absent personnel on that particular day shall be levied by the IICA and the same shall be deducted from the contractor's bills.
2. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 1 above shall be levied.
3. In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
4. **In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract the Director General reserves the right to forfeit the performance Security and the firm will be black listed for a period of four years from participating in such type of tender.**
5. Minimum number of trained manpower including the Supervisory staff required to do the work has to be specified by the contractor in technical bid of the tender.
6. Every guard must have a certificate in token of having undergone training from the Govt. of India recognized training institute.
7. The contractor must submit the age proof, residence proof and police verification of the security guards to be deployed.
8. The contractor must ensure submission of medical certificate for each personnel from a Govt recognized hospital every year at the cost of the agency.
9. The bidder must indicate the number of branches they have in different cities.
10. The bidder must indicate the composition of their Board of Governors, name of the Board members and their designations.
12. The IICA reserves the right to cancel or reject all or any of the tender without assigning any reason.
13. Any act on the part of the tenderer to influence anybody in the IICA is liable to rejection of his tender.
14. **Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his cost.**
15. The contractor shall engage the men/women whose age shall be between 30-42 years duly trained for the job. However, upper age can be relaxed by IICA in individual cases.
16. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
17. The minimum education qualification for all security personnel is 9th pass from any government recognized school. A certificate to this effect, duly attested by notary or authorized government official, must be produced at the time of deployment of any security personnel for duty.

18. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus, Gratuity, Leave Relief etc. with regard to the personnel engaged by him. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the IICA.
19. The IICA shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
20. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
21. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the IICA.
22. The Contractor will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking duly countersigned by the concerned official of the IICA, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
23. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
24. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the IICA and shall not knowingly lend to any person or company any of the effects of the IICA under its control.
25. The workers/personnel engaged by the contractor shall not accept any gratitude or reward in any shape.
26. The contractor shall be responsible to maintain all property and equipment of the IICA entrusted to it. Any damage or loss caused by contractor's persons to the IICA in whatever shape would be recovered from the contractor.
27. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Institute, especially with female in Institute and should project an image of utmost discipline. The IICA shall have right to have any person removed in case of Institute complaints or as decided by representative of the IICA if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.
28. That in the event of any loss occasioned to the IICA, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the IICA, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Head of the IICA will be final and binding on the contractor.
29. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
30. The contractor shall deploy his personnel only after obtaining the IICA approval duly submitting curriculum vitae (CV) of these personnel. The IICA shall be informed at least one week in advance and contractor shall be required to obtain the IICA's approval for all such changes along with their CVs.
31. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the IICA, the university shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
32. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws or Regulations, be directed to be paid by the IICA, such money shall be deemed to be payable by the contractor to the IICA within seven days. The IICA

shall be entitled to recover this amount from the contractor by deduction from money due to the contractor.

33. The contractor shall indemnify and hold the IICA harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
34. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970.
35. Only physically fit personnel shall be deployed for duty by the contractor.
36. The contractor shall ensure that the personnel deployed by him shall not take part in any staff union and association activities.
37. The IICA shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
38. The IICA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The IICA does not recognize any employee employer relationship with any of the workers of the contractor.
39. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the IICA from the contractor.
40. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the IICA.
41. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis.
42. The contract is likely to continue till a period of three years, unless it is curtailed or terminated by this office owing to deficiency of service, sub standard quality of the material/attendants deployed, breach of contract, reduction or cessation of the requirement of work. The contract can be extended further subject to satisfactory performance and mutual consent.
43. Payments of wages must be paid through NEFT/ RTGS and wages must be paid up to 10th of every month.
44. Previous payment Voucher must be attached with Challans for deduction of E.S.I, E.P.F. for employees at IICA.
45. If any employee is employed by the Contractor, the Contractor shall be liable for Labour Court proceedings.
46. Termination of services of any person deployed by the Contractor shall be made by a letter of termination of Contractor, Institute will not issue any letter in this regards.
47. In the event of any provisions of the contact requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the Employer/Officer and the Contractor or his authorized representative. Such modifications will not be effective until the same have been signed by both the parties. Any verbal or written arrangements for abandoning, modifying extending, reducing or supplementing the contract, or any of the terms thereof shall be deemed to be provisional and shall not be binding on the Employer/Officer unless and until the same are incorporated in a formal instrument and signed by the Employer/Officer and the Contractor.

48. Successful bidders shall have to pay performance security in the form of Account Payee DD for an amount of Rs. 3,00,000/- (Three Lac only) drawn in favour of IICA, payable at New Delhi or furnish a bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure VIII.

49. **OBLIGATION OF THE CONTRACTOR:-**

- a. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- b. The IICA will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein. Any other statutory deductions, if required shall also be made as applicable.

50 **Dispute Resolution:-**

- 50.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be decided by DG & CEO, IICA.

51. **JURISIDICTION OF COURT:-**

The courts at Haryana shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

52. **Payment to the contractor:** The payment to the contractor for the work done/service provided shall be made on monthly basis subject to the following:

- 52.1 The work has been satisfactorily executed, as per the Terms & Conditions of the contract, for the month for which the contractor has raised the bill.
- 52.2 The disbursement of the wages to the workers has already been done by the contractor for the month for which the payment to the contractor is under consideration.

Signature of the Bidder with seal

SPECIAL INSTRUCTIONS

PROVIDING WORKFORCE:

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Minimum requirement of workforce to be deployed is given hereunder:-

1. The bidder shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ adult Security Personnel only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation.
2. The bidder shall ensure that the entire workforce deployed shall have
 - (a) Always start with Sir/Madam
 - (b) Always talk in a polite manner.
 - (c) Not to Back Answer anybody/At any given situation.

C. Coordination between Supervisors

D. Punctuality

E. Briefing

- a) To depute the man power for different areas.
- b) To give time to complete the job in the given time
- c) To give them specific jobs and further cross check the same.

Signature of the
Bidder with seal

SCOPE OF WORK

IICA is a rapidly growing academic Institute spread over 14 acre of land. Beside academic departments. There hostels, residential houses etc., in the campus. There are several entry/exit points in the campus and the boundary wall is complete at the security arrangement at IICA as covered in the tender includes mainly the following:

1. The contractor shall ensure that all the instructions by the officer-in-charge, IICA or his authorized representative are strictly followed and there is no lapse of any kind.
2. No outsider shall be allowed to enter the campus without issuance of proper gate pass.
3. No items are allowed to be taken out without proper gate pass issued by the officer-in-charge, IICA or his authorized representative. The specimen signature of such authorized officer will be available with the security personnel.
4. The contractor shall ensure deployment of at least 50% ex-servicemen among the security personnel. Sufficient number of female security personnel shall be deployed in consultant with IICA.
5. The security personnel should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
6. The security person on duty shall not leave his post until his reliever reports for duty.
7. The work shall be executed as per the scope of work with utmost sincerity and no lapse of any sort shall be allowed. Round the clock security arrangement shall be provided to ensure protection of the property.
8. The scope also includes prevention of trespassing and entry of stray dogs & cattle, anti-social elements, unauthorized persons and vehicles in the campus of IICA.
9. The scope covers the watch & ward of the vehicles parked in the parking lots of the Institute campus including that of residences.
10. The scope of work covers the watch & ward of flower plants, trees and grassy lawns to prevent any damage by the staff, students, outsiders or stray cattle.
11. The scope includes the care of water taps, valves, water hydrants etc. Installed in the open all over the campus.
12. The scope covers the firefighting operation in case there is a fire.

13. Round the clock security arrangement of entire **IICA** campus including all institutional buildings (residential & non-residential), hostels, all entry/exit points.
14. The requirement of staff is quite tentative which may be increased or decreased by the IICA.

Signature of the Bidder with seal

CHECK LIST FOR TECHNICAL BID

PART-A

S. NO.	Documents asked for	Page number at which document is placed
1	Earnest Money Deposit (Bid Security)of Rs. 50,000/- in form of DD/Pay Order	
2	One Self attested recent passport size photograph of the authorized person of the bidder, with name, designation, address, and telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners.	
3	Undertaking on a Stamp paper of Rs. 100/- as per the given Format, Annexure-XIV	
4	Self-attested copy of PAN card	
5	Self-attested copy of Service Tax Registration Number.	
6	Self-attested copy of Resignation Number of the Firm/Agency.	
7	Self-attested copy of valid EPF Registration Number.	
8	Self-attested copy of valid ESI Registration Number.	
9	Self-attested copy of a current valid License for Haryana under Contract Labour (R & A) Act-1970.	
10	Proof of satisfactory execution of similar works as specified in the Eligibility Criteria in Annexure-I. Format attached.	
11	Self-attested copy of Annual Income Tax Returns of previous three years supported by audited balance sheet.	
12	Self-attested copy of Registration of Agency/Firm from Haryana Police Department.	
13	Self-attested copy of Registration of Agency/Firm from DGR, Min of Def(GOI).	
14	Weather sample of summer and winter uniform, batch, along with cap, shoe cap and shoes attached	

Signature of the Bidder with seal

ANNEXURE-VII**(ON A STAMP PAPER of Rs.10/-)****UNDERTAKING**

To

(Designation and Name of the concerned Department)

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We have never been blacklisted/banned/delisted to operate as an agency.

ONLY FOR SECURITY ARRANGEMENT

5. I/We shall provide minimum 50% security guards amongst the category of Ex-Servicemen and all others will be trained Security Guards. Sufficient number of women security guards as per direction of IICA will be provided.
6. I/We do hereby undertake that complete security of the Institute shall be ensured by our Security Agency, as well as any other point consideration by our Agency.

(Signature of the Bidder)
 Name and Address of the Bidder.
 Telephone No.

Annexure-VIII**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (IICA) (hereinafter called the IICA) of the other part.

2. WHEREAS _____ (IICA) has awarded the contract for _____ for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the IICA a performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the IICA the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the IICA, the Bank is engaged to pay the IICA, any amount up to and inclusive of the aforementioned full amount up on written order from the IICA to indemnify the IICA for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the IICA immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the IICA any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the IICA agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the IICA and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the IICA in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the IICA for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the IICA", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____day of _____(Month)_____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name_____

Designation_____

I.D. No._____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature_____

Name_____

Address_____

Witness-2.

Signature_____

Name_____

Address_____

Annexure-IX**FORM OF AGREEMENT**

THIS AGREEMENT is made on the ____ day _____ (Month) _____ (Year) Between the Governor of Haryana through the hereinafter called " IICA", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide _____ Services to the IICA for providing a neat and clean environment to the IICA.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Complete Tender Document submitted by the contractor and any other document forming part of the contract
3. In consideration of the payments to be made by the IICA to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute the _____ w.e.f _____ as per the provisions of this Agreement and the tender documents.
4. The IICA hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the Director General, IICA

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name

_____ Name

on behalf of the Contractor in the presence of:

on behalf of the Employer in the presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone No: _____

FINANCIAL BID FOR SECURITY ARRANGEMENT

S. NO	Deployment of-Security	No of Guards	Rate	Amount
1	Gunmen	5		
2	Guards with lathi	12		
3	Unarmed guards	30		
4	PSOs	2		
5	Team Leader	1		
6	Administrative charges			
			Total	

Note:-

* Security guards to be provided with batten (Lathi), when required.

- a. The security arrangements shall be provided round the clock on all 7 days in a week.
- b. The rates shall be inclusive of all applicable taxes. Any violations shall not be acceptable.
- c. In case of any ambiguity in rates between the figures and words, the rates quoted in words shall prevail.