



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,  
Burla, Sambalpur, Odisha - 768019

Tender No: IIMSBP/2018-19/RP/07

Date: 10 August 2018

### Notice Inviting Tender for Hiring of Security Services at IIM Sambalpur

Indian Institute of Management Sambalpur (IIM Sambalpur) invites **online bids** in two bid system from reputed, experienced and financially sound parties. The Tender documents can be downloaded from Keonics, <http://www.tenderwizard.com/etenders>, Institute Website <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> to be submitted offline only up to the last date & time of submission of tender.

#### Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and Time of Publication / Download of Tender	10/08/2018	16.30 pm
2	Bid Submission Start Date and Time	10/08/2018	15.30 pm
3	Bid Submission Close Date and Time	31/08/2018	15.30 pm
4	Opening of Bids	03/09/2018	11.30 am

#### 1. ABOUT IIM SAMBALPUR

IIM Sambalpur was registered as a Society under Societies Registration Act, XXI of 1860 on August 19, 2015. The temporary campus of IIM Sambalpur is recently being shifted to Sambalpur University Campus, Jyoti Vihar, Burla, Sambalpur - 768019. IIM Sambalpur has been allotted a piece of land measuring over 200 acres in Basantpur, for the permanent campus by the Government of Odisha.

#### 2. EARNEST MONEY DEPOSIT

The contractor shall deposit Bid Security (EMD) for an amount of **Rs. 93,563/-** in the form of Demand Draft/ Banker's Cheque/ NEFT from Nationalized/ Scheduled Bank in favour of Indian Institute of Management Sambalpur should be submitted as per **Annexure-1**. The EMD should be valid for at least 90 days. The details are mentioned below:

##### BANK DETAILS:

Name: IIM Sambalpur  
Bank Name: State Bank of India

Account Number: 36134431122  
Bank Address: Sambalpur Burla Main Branch-768017  
IFSC Code: SBIN0002034

Email: procurement@iimsambalpur.ac.in

The Bid Security will be forfeited in the following conditions: -

- (a) If at any stage, any of the information/declaration given by the bidder is found false.
- (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- (c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
- (d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

## **A. Scope of Work**

Providing Security services at IIM Sambalpur by deploying required number of Security Personnel.

1. The Agency shall provide security services by deploying adequately trained and well-disciplined security personnel, who shall safeguard the IIM Sambalpur site, building, movable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the student, employees, visitors, guests or any other persons working in its complex/premises.
2. The security personnel shall be deployed round the clock in 3 shifts of 8 hrs. duration at IIM Sambalpur campus to safeguard the premises.
3. The Agency shall maintain records of the inward and outward movement of Students, Guests & Visitors, Sub Contractor personnel, along with the inward & outward record of materials & vehicles, etc. with a proper check on the same as per instructions given from time to time by Officer In-charge/Chief Administrative Officer.
4. The security personnel deployed shall take a regular round of the allocated area to maintain vigil/alertness.
5. The simulated exercise of intrusion/forced entries/various other contingencies like Fire/ floods/ may be carried out once in a month.
6. The security personnel shall be duly trained in Fire Safety Operations.
7. The Agency shall keep the Client informed of all the matters of security and co-operate in the investigation of any incident related to security.

8. The Agency will carry out any other work allotted by this office in an incident of security of the premises.

## **B. Eligibility Criteria**

1. The Bidder should be proprietary firm/Partnership firm/Limited Company/Corporate body legally constituted and registered who possess the Licenses, registration, etc., as per Govt. of India norms.
2. The Bidder shall have at least 7 years' experience of providing Security services in State Govt. /Central Government/PSU/Autonomous Body under Government/Govt. Institutions/Educational Institution.
3. The bidder should attach list of purchase order/work order where the similar type of work executed during the last 7 years as detailed below
  - (i) Three similar works of 40% of the estimated cost OR
  - (ii) Two similar works of 50% of the estimated cost OR
  - (iii) One similar works of 80% of the estimated cost

The details of the same along with supporting document are to be submitted as per the **Annexure-IV**.

4. Enclose copy of Income Tax Return for last three financial years, which must have at least 30 % of the estimated cost during each of the previous three financial years (2015-2016, 2016-2017,2017-2018).
5. The bidder should have an office in Sambalpur. If not, an office should be opened in Sambalpur within 30 days of the award of the work.
6. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency). An undertaking should be enclosed in this regard.
7. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (a) PF Registration: \_\_\_\_\_
  - (b) ESI Registration: \_\_\_\_\_
  - (c) GST Registration: \_\_\_\_\_
  - (d) Trade License: \_\_\_\_\_
  - (e) Valid License, issued by Regional Labour Commissioner, Govt. of India or should give an undertaking that the bidder would obtain it positively within 30 (Thirty) days of the award of the work.

- (f) Firm should have registered in Private Security Agencies (Regulation) Act 2005.

### C. Information and Conditions relating to Submission of Bids

1. The initial period of contract shall be for one year which may be extended further period of one year on annual assessment basis subject to satisfactory performance and mutually agreed by both the parties.
2. All the pages of the tender should be signed by the bidder.
3. The bidder shall pay Bid Security (EMD) of **Rs. 93,563/- (Rupees Ninety Three Thousand Five Hundred Sixty Three Only)** along with the technical bid by Demand Draft for "**Indian Institute of Management, Sambalpur**" drawn on any Nationalized Bank payable at **Sambalpur Burla Main Branch**. Bids received without Earnest Money Deposit (EMD) and after due date shall not be accepted under any circumstances.
4. The Bid security (EMD) without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as Security deposit.
5. As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 10% (Ten) of Annual Contract value towards Performance Security Deposit by way of Demand/Bank guarantee in favour of "**Indian Institute of Management, Sambalpur**" drawn on any Nationalized Bank and payable at **Burla, Sambalpur**.
6. The EMD shall be forfeited, if successful bidder fails to undertake the work. The bid shall be valid and open for acceptance of the competent authority for 180 days from the date of opening of the tenders and no request for any variations in quoted rates and/withdrawal of tender of any ground by successful bidder shall be entertained.
7. After evaluation, the work shall normally be awarded to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions Minimum, Wages Act (including of Income Tax, EPF, ESI, Bonus, Insurance, Leave, Salary, etc. In case two more agencies are found to have quoted the same rates, the Director, IIM Sambalpur shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience, etc. such decision by the authority shall be final.

### D. Submission of BID, EMD and Tender Registration and Processing Fee

1. Vendors must have Class 2/3 Digital Signature Certificate to participate in the tender (To obtain DSC, please contact KEONICS help desk)  
Phone: 080-40482000 and Email id: [radhika.m@antaressystems.com](mailto:radhika.m@antaressystems.com)  
Note: If Vendors already having Digital Signature Certificate then no need to buy the digital signature again.
  - i. Bidders should register themselves in the website:  
[www.tenderwizard.com/etenders](http://www.tenderwizard.com/etenders)

2. To activate the user ID and password, kindly pay the **Registration fee of Rs. 2,000/- plus 18% GST** by paying online payment through credit card/Debit card /Net banking in the website.
3. Apart from Registration fee, **E-tender Processing Fee plus 18% GST** is also required to be payable to KEONICS through e-payment mode using Credit/Debit/ Net Banking
4. E- Tender HELPDESK: To get in touch with one of the customer service representatives, please refer the help desk numbers provided on the homepage or call the following number:

Bangalore: Sridevi - 080 -49352000; e-mail: sridevi.m@ etenderwizard.com  
Mohan Kumar - 09686196765; e-mail: mohan@etenderwizard.com  
Communication Address: KEONICS Help Desk No. 24, 3rd stage, 4th Block,  
Basaveshwaranagar, Bangalore – 560079; Fax : 080 40482114

#### **E. Terms and Condition:**

- 1) Deployment of the security personnel is without prejudice to the right of Chief Administrative Officer/ Officer in charge at IIM Sambalpur to deploy the security personnel in any other number or manner considered to be more suitable in the interest of the IIM Sambalpur.
- 2) The Agency shall ensure that the security personnel deputed are healthy and not more than 50 years of age. The Agency will get their antecedents, character and conduct verified and to submit an undertaking certificate.
- 3) The full particulars of the personnel to be deployed by the Agency including their names & address shall be furnished to the Chief Administrative Officer/ Officer in charge, IIM Sambalpur along with testimonials (Aadhar Card/Voter ID before they deployed for the job.
- 4) The Agency shall not be deployed or shall discontinue deploying the person(s), if so desired the Chief Administrative Officer/ Officer in charge, at any time without assigning any reason whatsoever.
- 5) A local representative of Agency shall be In-charge of the security and shall be responsible for the efficient rendering of the service under the contract. The security personnel shall be equipped with latest communication systems/mobile. Night guards shall be equipped with proper protection and lighting devices. While working at the premises of IIM Sambalpur, they shall work under directives and guidance of the Chief Administrative Officer/Officer in charge and will be answerable to the Chief Administrative Officer/ officer in charge; This will, however, not diminish in any way, the Agency's responsibility under contract to the IIM Sambalpur.
- 6) The Agency shall deploy security guards trained in all facets of security work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.

- 7) The Agency shall ensure that any replacement of the personnel, as required by the Chief Administrative Officer / Officer in charge, IIM Sambalpur for any reason specified or otherwise, shall be affected promptly without any additional cost to the IIM Sambalpur. If the agency wishes to replace any of the personnel the same shall be done with the prior concurrence of the Chief Administrative Officer/ Officer in charge, IIM Sambalpur at Agency's cost.
- 8) The Agency shall provide reasonably good uniform with name badges to its personnel deployed at IIM Sambalpur site at its cost and ensure that they are used the personnel deployed and are maintained in good condition. The incidentals, such as belt, shoes, socks, caps, umbrella, torch with the cell, came stick, etc. shall be borne/supplied by the Agency at its cost.
- 9) The Agency shall ensure that the personnel deployed at IIM Sambalpur are disciplined and do not participate in any activity prejudicial to the interest of the IIM Sambalpur/MoH & fW/Govt. Of India/any State or any Union Territory.
- 10) In the case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to the Chief Administrative Officer/ Officer in charge at IIM Sambalpur.
- 11) The agency shall ensure that security staff appointed by them is fully loyal-to and assist the Chief Administrative Officer/ Officer in charge, IIM Sambalpur during the normal period a well during the strike and other emergencies for the protection of personnel and property both movable and immovable to the entire satisfaction of the IIM Sambalpur.
- 12) In case of any Theft/ loss that occurs in IIM Sambalpur due to lapse on the part of the security personnel discharging security responsibility. This Theft/ loss will be borne by the Agency and in this connection Chief Administrative Officer/ Officer in charge, IIM Sambalpur shall have the right to deduct the appropriate amount from the bill of contracting agency to make good such loss to IIM Sambalpur besides imposition of penalty.
- 13) In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
- 14) As and when the Chief Administrative Officer/ Officer in charge, IIM Sambalpur requires additional security strength on the temporary or emergent basis, the Agency will depute such security personnel under the same terms and conditions.
- 15) The Agency shall arrange to maintain the daily shift-wise attendance record of the security personnel deployed by its showing their arrival and departure time. The Agency shall submit to the Chief Administrative Officer/ Officer in charge, IIM Sambalpur an attested photocopy of the attendance record and enclose the same with the monthly full.
- 16) There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the Statutory Wages received by the Central Government.

- 17) The Income-Tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- 18) The Security personnel deployed by the Agency shall have at least the minimum elementary knowledge of reading and writing to be able to make entries in the registers kept at the security desk/booth whenever required and also to write their in the Attendance Register and mark their arrival and departure by signing in the register.
- 19) In the case of non-compliance /non-performance of the services according to the terms of the contract, the Chief Administrative Officer/ Officer in charge, IIM Sambalpur shall be at liberty to make suitable deductions from the bill without prejudice to this right under other provisions of the Contract.
- 20) The Agency shall be solely liable for all payment, dues of the Workers employed and deployed by it. The Agency shall fully indemnify IIM Sambalpur against all the payments, claims and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the Labour or other laws to the extent they apply to establishment/work in IIM Sambalpur premises/facility.
- 21) The decision of IIM Sambalpur regarding the interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- 22) In the case of any dispute between the Agency and IIM Sambalpur, IIM Sambalpur shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Sambalpur.

#### **F. Payment Terms:**

- 1) The payment will be made as per monthly invoice raised on the actual personnel supplied by the vendor and based on the copy of attendance sheet register jointly signed by the representative of the department and contractor.
- 2) The payment will be made as per the approved Central Govt. Minimum Wages rate mentioned above and can only be revised time to time according to the amendments and notification effecting Labour rates, the copy amendments and notification effecting Labour rates of latest should be enclosed with the claim of month bill.
- 3) A copy of previous month PF challan and ESIC deposits should also be submitted with every bill as payment proof then only the amount of PF & ESIC will be paid.
- 4) Any violation of instructions/agreement of suppression of facts will attract cancellation of the agreement without any reference.
- 5) In the case of any dispute between the Agency and IIM Sambalpur, IIM Sambalpur shall have all the rights to take any decision in the interest of the Institute. However, all matters of jurisdiction shall be at the local courts located at Sambalpur.

## **G. Late Bids**

1. Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained.
2. The EMD shall be forfeited if successful bidder fails to undertake the work OR fails to comply with any term & condition of the contract.
3. The bid shall be valid and open for acceptance of the competent authority for 120 days from the date of opening of the tenders and no request for any variations in quoted rates and/withdrawal of tender of any ground by successful bidder shall be entertained.

## **H. Disqualification**

The proposal is liable to be disqualified in the following cases.

- 1) Proposal not submitted by this document.
- 2) During the validity of the proposal, or its extended period, it's any; the bidder increases his quoted prices.
- 3) The proposal is received in incomplete from.
- 4) The proposal is received after due date and time.
- 5) The proposal is not accompanied by all requisite documents.
- 6) Information submitted in the tender proposal is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or the tenure of the contract including the extension period if any.

## **I. IIM SAMBALPUR's right to terminate the process**

- a) IIM Sambalpur may terminate the Tender process at any time and without assigning any reason. IIM Sambalpur makes no commitments, express or implied, that is process will result in a business transaction with anyone.
- b) This tender does not constitute an offer by IIM Sambalpur. The bidder's participation in this process may result in IIM Sambalpur selecting the bidder to engage in further discussion and negotiations onwards execution of a contract if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Sambalpur to execute a contract or to negotiations. IIM Sambalpur may terminate negotiations at any time without assigning any reason.

## **J. DISPUTEMENT SETTLEMENT & APPOINTMENT OF ARBITRATOR**

" All dispute or differences whatsoever arising between the parties out of r relating to the construction, meaning and operator or effect of the tender and the resulting agreement or the breach thereof that cannot be setting by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Sambalpur, who may either himself decide the dispute as Arbitrator or appoint some other person as arbitrator to adjudicate the same, who shall be unconnected with IIM



Sambalpur". The proceedings will be governed by the provisions of the Arbitration & Conflation Act 1996.

By consent of parties, the jurisdiction of all other courts are exculpated, and the courts at Sambalpur alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Sambalpur as the case may be.

Place:

(Signature of the bidder with Seal)

Date:

Seal:

Address:

Phone. no:

E- mail-

**Signature with Stamp of Bidder**

**Date:**

## **Annexure-I**

To

Administrative Officer  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - EMD Details.**

Ref: - Tender No. IIMSBP/2018-19/RP/07 dated 10/08/2018  
(Notice Inviting Tender for Hiring of Security Services at IIM Sambalpur)

Dear Sir,

The following DD/BC/NEFT in favour of IIM Sambalpur are enclosed herewith towards EMD

<b>Detail of DD/BC</b>	<b>Amount</b>	<b>DD/BC No.</b>	<b>DD/BC Date</b>	<b>Bank Name</b>
EMD				

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

## **Annexure-II**

To  
Administrative Officer  
Indian Institute of Management Sambalpur  
Sambalpur University Campus  
Jyoti Vihar, Sambalpur - 768019  
Odisha

### **Sub: - Self Declaration Certificate**

Ref: - Tender No. IIMSBP/2018-19/RP/07 dated 10/08/2018  
(Notice Inviting Tender for Hiring of Security Services at IIM Sambalpur).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Security Services at IIM Sambalpur I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for IIM Sambalpur, **and free delivery, unloading** at IIM Sambalpur.

**Date:**

**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**

## **Annexure-III**

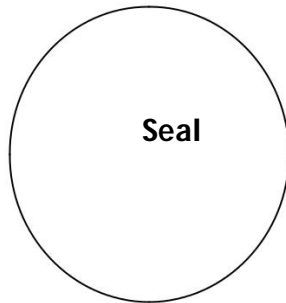
### **CERTIFICATE (to be provided on letterhead of the firm)**

I hereby certify that the above firm neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.  
Seal

**Date:**

**Place:**



**Authorized Signatory  
Name:**

**Designation:  
Contact No.:**

## Annexure-IV

### **QUOTATION FOR HIRING OF SECURITY SERVICES TO IIM SAMBALPUR (Documents related to Eligibility Criteria)**

#### **A- Technical Bid (Security Services)**

(In Separately sealed cover-1 super scribed as "Technical Bid")

1	Name & Address of the Tenderer	
2	Organization/Agency with phone Number and e-mail	
3	Name & Mobile number of the contact person	
4	Should attach list of purchase order/work order where the similar type of work executed during the last 10 years as detailed below:	
	(i) Three similar works of 40% of the estimated cost OR	
	(ii) Two similar works of 50% of the estimated cost OR	
	(iii) One similar works of 80% of the estimated cost	
5	Set-up of your agency, clearly indicating details of managerial, Supervisory and other staff	
6	Is the establishment registered with the Government: Please give the details	
7	Do you have Labour license? Please provide details and attach a copy	
8	EPF No (Please attach a Copy)	
9	ESI No (Please attach a Copy)	
10	PAN or TAN No (Please attach a Copy)	
11	VAT No. (Please attach a Copy)	
12	Trade License No. (Please attach a Copy)	
13	PSARA License (Please attach a copy)	
14	Undertaking of the agency Confirming the availability of the adequate work force of requisite qualification and experience for deployment in IIM Sambalpur	
15	Are you governed by Minimum Wages Act of the Government of India? If yes, please give details	

16	Please indicate and attach copies of Income Tax return of last three years	
17	Do you have an office in Sambalpur? Please provide an address.	
18	Details of the Demand Draft of <b>Rs.93,563/- (Ninety Three Thousand Five Hundred Sixty Three Only)</b> towards bid security (EMD) in favour of Indian Institute of management Sambalpur Payable at Burla Main Branch, Sambalpur	Demand draft No. Date: Issuing Bank:

**Place:**

**Signature with Stamp of Bidder**

**Date:**

## Annexure-V

### **B- FINANCIAL BID (Security Services)**

(In Sealed Cover – 2 super scribed “Financial bid.”)

Sl. No	Category of Manpower required	No. of Security Personal Required	Per Day Rate (As per Central Govt. Minimum Wages rates)	Monthly Rate (As per Central Govt. Minimum Wages rates)	Yearly Rate (As per Central Govt. Minimum Wages rates)
1	Supervisor	1	Rs.522		
2	Security Personal (Male)	15	Rs.522		
3	Security Personal (Female)	3	Rs.522		
4	PF @	As Per Govt. Norms			
5	ESIC @	As Per Govt. Norms			
6	Bonus @	As Per Govt. Norms			
7	GST	As Per Govt. Norms			
8	Any Other Charges/ Tax @	As Per Govt. Norms			
<b>Total</b>					

**Note:**

1. IIM Sambalpur may increase OR decrease nos. of security personnel as and when needed.
2. The rate is inclusive of weekly off.
3. **The tenderer has to provide uniform, security stick, Identity card, Batten, Heavy Duty Torch & Raincoat, etc. to each security personnel.**
4. The supervisor will take the round of campus premises (Every hour) to ensure the efficient, dedicated and vigil/alertness Security services provided at IIM Sambalpur.

**Declaration by the bidder:**

This is to certify that I/we before signing his tender have read and dully understood all the terms & conditions contained herein and undertake myself/ourselves to abide by them. Note:

- (i) No other charges would be payable to Client.
- (ii) There would be no increase in rates during the contract period except provision under the terms & conditions.

Place:

(Signature of the bidder with seal)

Name:

Seal:

Address:

Phone No. :

E-mail:

**Signature with Stamp of Bidder**

**Date:**