



INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR  
Basantpur, Goshala- 768025, Sambalpur

Tender No: IIMSBP/2024-25/RP/25

Date: 12 Aug 2024

**Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur**

Indian Institute of Management Sambalpur, having its office at Basantpur, Goshala- 7678025, invites **online bids in two bid system** from reputed, experienced and financially sound security service agency for providing security services to IIM Sambalpur at the address provided above.

| Tender Description  | EMD Value (Rs.) | Contract Period |
|---|-----------------|-----------------|
| Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur | Rs. 6,80,000/-  | One Year        |

The Tender document can be downloaded from the institute website: <http://www.iimsambalpur.ac.in> and from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/epublish/app> and bid is to be submitted online only through the CPP Portal to the last date & time of submission of the tender.

**Critical Dates of Tender:**

| Sl. No | Particulars  | Date       | Time     |
|--------|--|------------|----------|
| 1      | Date & time of online Publication/Download of the Tender                             | 12/08/2024 | 12.00 pm |
| 2      | Pre-bid query date & time (Online- through email-<br>procurement@iimsambalpur.ac.in) | 20/08/2024 | 11.00 am |
| 3      | Bid Submission Start date & time   | 13/08/2024 | 10.30 pm |
| 4      | Closing date & time for the submission of EMD  | 03/09/2024 | 4.00 pm  |
| 5      | Bid submission close date & time   | 03/09/2024 | 5.00 pm  |
| 6      | Opening of Technical bid   | 12/09/2024 | 1.00 pm  |

**1. ABOUT IIM SAMBALPUR**

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by parliament. IIM Sambalpur was established in 2015 by MHRD, Govt. of India and is currently operating at Basantpur, Goshala, Sambalpur (Odisha).

**2. EARNEST MONEY DEPOSIT**

The contractor/ Agency shall deposit Bid Security (EMD) for an amount of **Rs.6,80,000/-** (Rupees Six Lakhs Eighty Thousand Only) 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-I**. The EMD should be valid for a period of 45 days. The bank account details are mentioned below:

**BANK DETAILS:**

Name: IIM Sambalpur  
Bank Name: State Bank of India  
Account Number: 36134431122  
Bank Address: Sambalpur Burla Main Branch-768019  
IFSC Code: SBIN0002034  
Email: [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)

- a) EMD without interest shall be returned to the unsuccessful bidder after finalization of contract and successful bidder EMD may be adjusted as security deposit.
- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD. However, they must enclose valid self-attested registration certificate (s) along with the bid documents.

**The Bid Security (EMD) will be forfeited in the following conditions: -**

- c) If at any stage, any of the information/declaration given by the bidder is found false.
- d) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- e) In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- f) 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.
- g) The EMD shall be forfeited if the successful bidder fails to undertake the services.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

**3. ELIGIBILITY CRITERIA:**

- a) The bidder should provide a Self-declaration certificate for acceptance of all terms & conditions of the tender documents in original letter head of the firm/ agency. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- b) The agency should be neither blacklisted by any government dept. nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-III**.
- c) The agency 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.
- d) The Bidder shall have at least 10 years' experience of providing Security services in Sate Govt./ Central Government/ PSU/ Autonomous Body under Government/ Govt. Institutions/ Educational Institution and out of that minimum 2 years' experience of providing security services in any IIMs/IITs/NITs/IIITs.

- e) The bidder must attach the 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
- f) The annual turnover should be at least 50 % of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024) to be submitted as per **Annexure- IV**.
- g) Audited balance sheet of preceding three years along with Income & Expenditure statement and profit & loss account statement (CA Certified) of last three financial years (2021-2022, 2022-2023, 2023-2024).
- h) The agency should have an office in Sambalpur. If not, an office should be opened in Sambalpur within 30 days of the award of the work order.
- i) 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.
- j) The agency shall have the following Registrations and details of the same to be provided in the Technical Bid:
- i) PF Registration
  - ii) ESI Registration
  - iii) GST Registration
  - iv) Firm Registration
- k) Valid Labour 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.
- l) The agency should have registered with the Private Security Agencies (Regulation) Act 2005.

**4. VID VALIDITY PERIOD:**

The bid will remain valid for 3 months from the date of opening of the financial bid as prescribed by IIM Sambalpur. A bid valid for a shorter period shall be rejected, being non-responsive.

**5. INSTRUCTION FOR PREPARATION AND SUBMISSION OF ONLINE BIDS: -**

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**Submission of Online Technical & Financial Bids:**

- a) Technical bid should be submitted in PDF format & financial bid should be submitted in Xls. format.

- b) In case of financial bids, a standard BOQ format has been provided in PDF/Xls format. Bidders are required to download the BOQ file and fill their financial offer on the same BOQ format. After filling in the same, submit it online in PDF/Xls. format, without changing the financial template format. If the BOQ format file is found to be modified by the bidder, the bid will be rejected.
- c) The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d) The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
- e) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f) Kindly upload scanned PDF of all relevant documents in a single PDF file like compliance sheet, OEM/Principal Certificate etc.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The bidder should log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. The bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- i) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the BOQ. If there is any separate cost, then that will not be acceptable.

#### **6. REGISTRATION: -**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click **here to Enroll**" on the CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhraetc.), with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- e) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **7. SEARCHING FOR TENDER DOCUMENT: -**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name,

location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

#### **8. BID EVALUATION: -**

- a) IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical qualification. The eligible bidder who will quote the lowest **Services Charges/ Management Charges** will be awarded the contract.
- b) In case of **Tie up**, then who has the highest turnover in last financial years (2022-23) will be awarded the contract.

#### **9. SCOPE OF WORK: -**

- a) 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 ensure safety of the student, employees, visitors, guests, or any other persons working in its complex/premises.
- b) The security personnel shall be deployed round the clock in 3 shifts of 8 hrs. duration at IIM Sambalpur campus to safeguard the premises.
- c) The Agency shall maintain records of the inward and outward movement of Students, Guests & Visitors, Subcontractor 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.
- d) The security personnel deployed shall take a regular round of the allocated area to maintain vigil/alertness.
- e) The simulated exercise of intrusion/forced entries/various other contingencies like Fire/ floods/ may be carried out once a month.
- f) The security personnel shall be duly trained in Fire Safety Operations.
- g) 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.
- h) The Agency will carry out any other work allotted by this office in an incident of security of the premises.

#### **10. OTHER TERMS & CONDITIONS: -**

- a) 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.

- b) 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 submit an undertaking certificate.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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 the Agency's cost.
- h) The Agency shall provide reasonably good uniforms with name badges to its personnel deployed at IIM Sambalpur site at its cost and ensure that they are used by 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.
- i) 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.
- j) In the case of any theft or pilferage, loss or other offences, the agency will investigate and submit a report to the Chief Administrative Officer/ Officer in charge at IIM Sambalpur.
- k) 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.
- l) 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.
- m) 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.

- n) As and when the Chief Administrative Officer/ Officer in charge, IIM Sambalpur requires additional security strength on a temporary or emergent basis, the Agency will depute such security personnel under the same terms and conditions.
- o) The Agency shall arrange to maintain the daily shift-wise attendance record of the security personnel deployed by it 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.
- p) 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.
- q) The Income-Tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- r) The Security personnel deployed by the Agency shall have at least the minimum elementary knowledge of reading and writing to us 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.
- s) 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.
- t) 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.
- u) The decision of IIM Sambalpur regarding the interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
- v) 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.
- w) The agency shall provide 9 to 15 Black commando uniform to its security personnel who will be deployed at Reception area, Director office & Residence of IIM Sambalpur and the cost for the same shall be borne by the agency.
- x) The agency shall provide accommodation to all security personnel at its own cost.

#### **11. CONTRACT PERIOD:**

- a) The contract will be initially for a period of two years. Based on satisfactory performance, the contract may be extended for a maximum of up to another two years on mutually agreed terms & conditions and a work satisfactory report received from the concerned department of IIM Sambalpur.
- b) IIM Sambalpur can terminate the contract with one month notice period in case the services are not found satisfactory. In such a case, IIM Sambalpur will pay on an actual work basis for the duration for which the services were used during the period in question.

**12. PERFORMANCE SECURITY:**

- a) The successful bidder will have to deposit the performance security in the form of Bank Guarantee/ FDR/Account payee Demand Draft @ 5% of the estimated yearly contract value of the work order within 10 days from the date of issue of the work order. No interest will be paid by the IIM Sambalpur on the deposit.
- b) Performance security will be refunded to the service provider, after it duly performs and completes the contract/warranty period in all respects.
- c) Performance Security will be fortified if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified time, the same services will be obtained from open market and the cost for the same will be recovered from the Performance Security or from the bills of from both in case the recoverable amount exceeds the amount of performance security.
- e) In case the contract is being renewed/extended up to one/two years, the service provider must submit the renewed performance Security @ 5% of the estimated yearly contract value.

**13. PAYMENT TERMS:**

- a) The payment will be made as per monthly invoice raised on the actual personnel supplied by the vendor and based on the copy of the attendance sheet register jointly signed by the representative of IIM Sambalpur and agency.
- b) 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.
- c) A copy of the previous month PF and ESIC challan copies should also be submitted along with the monthly bill as payment proof then only the amount of PF & ESIC will be paid.
- d) Salary slips of every individual security personnel to be submitted with the monthly invoice raised to the institute.

**14. TERMINATION OF THE CONTRACT:**

The contract may be terminated in any of the following contingencies:

- a) On the expiry of the contract period, without any notice.
  - i) On giving one month's notice at any time during the currency of services in case the services rendered by the Contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the service.
  - ii) On assigning of the contract or any part thereof or any benefit or interest therein on there under by the Contractor to any third person for sub-letting the whole or a part the contract to any third person, without any notice.
  - iii) On Contractor being declared insolvent by the competent Court of Law without any notice.
- b) In case the Contractor is not interested in continuing the contract subject to the condition that the Contractor shall give a minimum of three months' notice. If the Contractor does give the



requisite notice as mentioned before, then his security deposit shall be forfeited, and the Bank Guarantee shall be encashed in proportion to the period falling short of the specified notice period.

- c) Provided that during the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties till the expiry of the notice period.

**15. TERMINATION FOR INSOLVENCY:**

- a) The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Sambalpur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of these services. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

**16. FORCE MAJEURE:**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

**17. ARBITRATION:**

- a) The event of any dispute or difference arising under this tender, the Director, IIM Sambalpur or his nominee is the arbitrator, and the decision of the arbitration will be binding on both parties.
- b) IIM Sambalpur reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- i) The venue of the arbitration shall be the place from where the order is issued.
  - ii) The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
  - iii) All disputes shall be subject to Sambalpur Jurisdiction only.
- c) IIM Sambalpur may issue amendment/corrigendum to tender documents before the due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.

**ANNEXURE-I**

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

**Subject: Submission of Earnest Money Deposit (EMD)**

Ref:- Tender No. IIMSBP/2024-25/RP/25 dated 12/08/2024

(Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur)

Dear Sir/Madam,

The following DD/Banker Cheque/NEFT in favour of IIM Sambalpur are enclosed herewith towards EMD (Earnest Money Deposit):

| <b>Details of DD/Banker Cheque/NEFT</b> | <b>DD/Banker Cheque/NEFT Number</b> | <b>DD/Banker Cheque/NEFT Amount</b> | <b>DD/Banker Cheque/NEFT Date</b> | <b>Bank Name</b> |
|---|-------------------------------------|-------------------------------------|-----------------------------------|------------------|
| EMD                                     |                                     |                                     |                                   |                  |

I /we have gone through all terms and conditions of the tender document before submitting the same.

Thanking You

Yours faithfully,

**(Authorized Signatory with Seal)**

**ANNEXURE-II**

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

**Subject: Self Declaration Certificate**

Ref:- Tender No. IIMSBP/2024-25/RP/25 dated 12/08/2024

(Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur)

Dear Sir/Madam,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Hiring of Security Services agency for providing security personnel at IIM Sambalpur. I / We hereby reconfirm and declare that I / We have carefully read, understood, and comply with the above referred tender document including instructions, terms, and conditions 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.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**ANNEXURE-III**

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

**Subject: Self Declaration About Non-Black-Listing for Providing Security personnel Services at IIM Sambalpur**

Ref:- Tender No. IIMSBP/2024-25/RP/25 dated 12/08/2024

Dear Sir/Madam,

In response to tender under reference, 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, later 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.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**ANNEXURE-IV**

**Annual Turnover Details:**

| <b><u>Evaluation Criteria</u></b>              | <b><u>Financial Year</u></b> | <b><u>Turnover in (Rs.)</u></b> | <b><u>Remarks</u></b>   |
|--|------------------------------|---------------------------------|---|
| Annual Turnover for last three financial years | 2021-2022                    |                                 | Supporting documents need to be attached along with the Annexure-IV |
|  | 2022-2023                    |                                 |   |
|  | 2023-2024                    |                                 |   |

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

**ANNEXURE-V**

**TECHNICAL BID**

| <b>Sl. No</b> | <b>Technical Criteria</b>   | <b>Details (As per Supporting Documents)</b> |
|---------------|---|--|
| 1.            | Name of the Firm/Agency   |  |
| 2.            | Name of the Director of the Agency  |  |
| 3.            | Contact no. of Director of the Firm/Agency  |  |
| 4.            | Name, Contact no. & email id of Concern person  |  |
| 5.            | The agency 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.   |  |
| 6.            | The bidder should provide Self-declaration certificate  |  |
| 7.            | The firm should be neither blacklisted by any government dept. nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.  |  |
| 8.            | The Bidder shall have at least 10 years' experience of providing Security services in Sate Govt./ Central Government/ PSU/ Autonomous Body under Government/ Govt. Institutions/ Educational Institution. Out of that minimum 2 years' experience of providing security services in any IIMs/IITs/NITs.   |  |
| 9.            | The bidder must be attach the list of purchase order/work order where the similar type of work executed during the last 10 years as detailed below:<br>(i) Three similar works of 40% of the estimated cost<br><b>OR</b><br>(ii) Two similar works of 50% of the estimated cost<br><b>OR</b><br>(iii) One similar work of 80% of the estimated cost |  |
| 10.           | The annual turnover should be at least <b>50%</b> of the estimated cost during each of the previous three financial years (2021-2022, 2022-2023, 2023-2024)   |  |
| 11.           | Audited balance sheet of preceding three years along with Income & Expenditure statement and profit & loss account statement (CA Certified) of last three financial years (2021-2022, 2022-2023, 2023-2024).  |  |
| 12.           | The agency should have an office in Sambalpur. If not, an office should be opened in Sambalpur within 30 days of the award of the work order.   |  |
| 13.           | 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.  |  |
| 14.           | The agency should have registered with the Private Security Agencies (Regulation) Act 2005  |  |
| 15.           | The agency shall have the following Registrations:<br>i) PF Registration<br>ii) ESI Registration<br>iii) GST Registration   |  |

|  |  |  |
|--|--|--|
|  | iv) Firm Registration<br>v) Valid Labour License |  |
|--|--|--|

**Date:**

**Authorized Signatory with seal:**

**Name:**

**Place:**

**Designation:**

**Contact No.**

**Email id:**

## ANNEXURE-VI

### FINANCIAL BID

| Sl. No.                 | Item Description                | No. of Security Personnel | No. of working days in a month | Per day wage rate | EPF of total security personnel (As per Central govt. @13%) - Employer contribution is to be calculated on maximum Rs.15000 (ceiling) | ESIC of total security personnel (As per Central govt. @3.25%) | Bonus of total security personnel (As per Central govt. @8.33%)- Bonus amount will be calculated on Rs.7000 | Sub Total | Any other charges (to be mentioned @ % only) | Any other charges (to be mentioned in Rs.) | GST (As per current rate @18%) | Total Monthly wages (in Rs.) | Total Yearly wages (in Rs.) | TOTAL AMOUNT In Words |
|-------------------------|---------------------------------|---------------------------|--------------------------------|-------------------|---|--|---|-----------|--|--|--------------------------------|------------------------------|-----------------------------|-----------------------|
| 1                       | Supervisor                      | 2                         | 26                             |                   |   |  |   |           |  |  |                                |                              |                             |                       |
| 2                       | Male Security Guard without Arm | 68                        | 26                             |                   |   |  |   |           |  |  |                                |                              |                             |                       |
| 3                       | Male Security Guard with Arm    | 4                         | 26                             |                   |   |  |   |           |  |  |                                |                              |                             |                       |
| 4                       | Female Security Guard           | 23                        | 26                             |                   |   |  |   |           |  |  |                                |                              |                             |                       |
| <b>Total in Figures</b> |                                 |                           |                                |                   |   |  |   |           |  |  |                                |                              |                             |                       |
| <b>Quoted in Words</b>  |                                 |                           |                                |                   |   |  |   |           |  |  |                                |                              |                             |                       |

#### Note:

1. Any rate quoted in any other manner than the above will summarily rejected. In case the minimum wages are revised upward, the contractor is not entitled for revision of his service charges.
2. No other extra/hidden charges payable would be payable to the service provider.
3. IIM Sambalpur may increase or decrease the no. of security personnel as and when required and based on the requirement of the institute.
4. The requirement of security guards during April, May & June will be less due to summer vacation.
5. The rate is inclusive of weekly off.

#### Declaration by the bidder:

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

**Date:**

**(Signature of the bidder with seal)**

**Place:**



