

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE CAMPUS,
VISAT –GANDHINAGAR HIGHWAY, CHANDKHEDA, AHMEDABAD-382424
Tel. No. 079- 23972586/2574 Fax No. - 079- 23972586
E-mail: purchase@iitgn.ac.in



Tender No. IITGN/MM/SS/2013-14/01

TENDER DOCUMENT

FOR

**PROVIDING ROUND THE CLOCK
CONTRACTUAL SECURITY
SERVICE FOR
THE “TEMPORARY CAMPUS”,
CHANDKHEDA
& “PERMANENT CAMPUS”, PALAJ**

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
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Tender No. IITGN/MM/SS/2013-14/01

Date: June 5, 2013

INVITATION TO BID (TWO BID SYSTEMS)

Dear Sir/s

Sealed tenders are invited for **“Providing round the clock contractual Security service for the Temporary campus, Chandkheda & Permanent campus, Palaj of IIT Gandhinagar on rate contract for a period of one year extendable by two more years on negotiated terms & conditions”** from Agencies registered as per rules for ‘Private Security Agencies (Regulation) Act 2005’ The details of the tender are given below:

1. File Ref. No.	IITGN/MM/SS /01/2013-14
2.Tender No	IITGN/MM/SS/2013-14/01
3.Type of Tender	Indigenous Limited Tender (TWO Bid System)
4.Description of Work/Services	Hiring of Agencies for round the clock security service for the Temporary campus, Chandkheda & Permanent campus, Palaj
5. Bid Bond Value/ Earnest Money Deposit (In the form of DD from nationalized Bank)	Rs.50, 000/- (Rs. Fifty Thousand Only) “IIT Gandhinagar Main Account”, Payable at Ahmedabad. Must be enclosed with Technical Bid
6. Closing Date and time of Bid submission (Technical and Commercial Bids)	June 24, 2013, 17 : 00 Hrs

7. Technical Bid Opening Date & Time	June 25, 2013, 15 : 00 Hrs
8. Commercial/Price Bid Opening Date & Time	Will be posted on Institute's website
9. Bid Validity	120 Days from opening of Technical Bid
10. Tender Fee (In the form of DD from nationalized Bank)	Rs.1, 000/- (Rs. One thousand Only) In favour of "IIT Gandhinagar Main Account", Payable at Ahmedabad. To be submitted along with EMD in a separate envelope.
11. Performance Guarantee/Bank Guarantee (In the form of DD from nationalized Bank)	Rs. 5,00,000/- (Rs. Five Lakh Only) In favour of "IIT Gandhinagar Main account", payable at Ahmedabad. Within 7 Days on receiving the award of contract
12. Correspondence Address	ASSITANT REGISTRAR (Materials Management) Indian Institute of Technology Gandhinagar "A"Block, Ground Floor, Vishwakarma Govt. Engg. College Campus, Visat-Gandhinagar Highway, Chandkheda, Ahmedabad- Gujarat-382424

1. The Non transferable bidding documents are available on Institute's website (www.iitgn.ac.in).
2. Bidders should download the tender document from the Institute's web site **under section: Call for Tenders/Auction, Subsection: Materials Management Division.**
3. The parties may seek detailed clarifications on technical & Financial issues (if any) on the conditions of bidding document through e-mail (purchase@iitgn.ac.in) addressing to the **Assistant Registrar (Materials Management), IITGN Gandhinagar** latest by **June 17, 2013, 04.00 PM.**
4. IIT Gandhinagar expects the bidders to comply with the tender specifications/ conditions, which shall be frozen after June 18, 2013, 04.00 PM. The bids not complying with the terms and conditions of the bidding document and offers indicating any exception/ deviation shall be liable to be rejected.
5. Tenders must reach on or before June 24, 2013 at 17.00hrs (IST) in the **Office of the Assistant Registrar (Materials Management), IITGN, Gandhinagar.** Tenders will be opened on June 25, 2013 at 15.00hrs (IST) at IITGN premises.

6. IIT Gandhinagar reserves its right to accept/reject any/all the bids and cancel the tender at its sole discretion.
7. Bidders intending to send their offers may send the same under registered cover/courier or by hand delivery so as to reach the following address well before closing time and date. However, IITGN Gandhinagar accepts no responsibility for offers received after the due time and date.

Assistant Registrar (M.M.),

Indian Institute of Technology Gandhinagar,

Vishwakarma Government Engineering College Campus, Ground Floor, Block " A" ,

Visat-Gandhinagar Highway, Chandkheda, Ahmedabad 382424;

Tele/ Fax No. +91 79 23972583

8. Fax and Email quotation are not acceptable.
9. Quotations should be valid for **120 days** from the tender due date.
10. The quotations should be given for the items in the same order as in the tender document.
11. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarification.
12. The tender documents are to be in two parts as **Technical Offer and as Financial offer:**
 - A. The Technical offer should include the following detailed information.
 - i. Name (As per Registration Certificate), correspondence address, telephone number and fax number of the bidder.
 - ii. Complete details of the company indicating the name (s) of the owner and all executive personnel. Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?
 - iii. Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Registration No., PAN, Service Tax No. & RPFC/ESIC No.)
 - iv. List of past clients indicating the value of the contract & duration of the contract. Were you or your company ever required to suspend Security services for a period of more than 03 months continuously after you commenced the Security services? If so, give the name of the contract and reasons thereof. OR have you or your constituent ever left the contract awarded

to you incomplete? If so, give name of the contract and reasons for not completing the contract.

- v. List of present clients' along with the contract value & commencement date.
- vi. Photo copies of filled Income Tax Returns for the last five financial Years.

B. The financial offer should include the cost of uniform, all taxes, duties & other levies. The total cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialed, failing which the offers are liable to be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

13. Award of contract:

- 13.1 The institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 13.2 Notwithstanding the above, the institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
- 13.3 The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.
- 13.4 Within 7 (seven) days of the receipt of the notification of the award of the contract from the institute, the successful bidder shall furnish Performance bank guarantee for an amount of Rs. 5.00 Lakhs (Rupees Five Lakhs Only) in the form of DD from a Nationalized Bank to the Institute. Failure of which to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD. The amount of the EMD will be refunded without interest to the successful bidder within 60 days on successful submission of Performance Bank Guarantee.
- 13.5 IIT Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection

14. In the event of any dispute or difference(s) between the vendee IIT Gandhinagar and the vendor(s) arising out of non compliance of services or services found not being in accordance with specifications or any other cause whatsoever relating to the delivery of services before or after the service has been executed, shall be referred to the concerned authority of IIT Gandhinagar (Security Service Committee). If the vendor is not satisfied, he may approach the concerned Faculty-In-Charge and if not he may approach to Director of the Institute and finally to the

arbitrator appointed by the Director under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.

15. The place of arbitration will be Gandhinagar and the language to be used in English only.

16. All disputes shall be subject to Gandhinagar Jurisdiction only.

17. The Tender/Bid will be open on **25.06.2013** at **03:00 PM** at **IIT Gandhinagar Premises.**

- a.) The supplier/bidder or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
- b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned instrument..
- c) No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest price before awarding the offer.

18. A demand draft of **Rs. 1,000/- (Rupees One Thousand Only)** towards non-refundable tender fee and a demand draft of **Rs. 50,000/- (Rupees Fifty Thousand Only)** towards refundable EMD from a Nationalized bank/Schedule Bank in favour of “**IIT Gandhinagar Main Account**” payable at Ahmedabad placed in a separate envelope marked “**Tender Fee & EMD**” should accompany tender bid documents. Both the demand drafts should be valid for 90 days. Without the Tender Fee and EMD the bid will not be considered.

The EMD of the successful bidder will be returned to them without any interest after deployment of services (within 60 days). The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.

19. The offer will not be considered without tender fee

20. In the event a particular tender is cancelled, the tender fee will not be refunded to the concerned Bidder.

SECTION-A

Undertaking from the Vendor/Agency

**SUB: Providing round the clock contractual security service for the
Temporary campus of Indian Institute of Technology Gandhinagar
-Chandkheda and Permanent campus PALAJ**

- 1) Having carefully examined the quotation Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Earnest Money Deposit for a value of Rs. 50,000/- (Rs. Fifty Thousand only) in favour of "IIT Gandhinagar Main Account".
- 3) We certify that we have carefully read each and every conditions and the scope of work given in the document and having understood the same we confirm our acceptance without any condition or deviation.
- 4) Should this document be accepted, we hereby agree to abide by and fulfill all terms and conditions of the document and in default thereof, to forfeit the Earnest Money Deposit absolutely.
- 5) We agree to keep the quotation valid for a period of 120 days from the date of the quotation and it shall remain binding on us and may be accepted at any time before the expiry of that period. We also understand that we shall not withdraw this quotation during this period of 120 days and in the event of default, IIT Gandhinagar shall have the right to forfeit 100% of the Earnest Money deposit without assigning any reason.

Sign of bidder:- _____

Date: - _____

Name of the bidder:- _____

Firm's Name:- _____

SECTION-B

GENERAL TERMS AND CONDITIONS:

1. The security agency is required to provide the following services:
 - a) Complete security to the life and property of the residents and the assets of the Institute.
 - b) Security covers to various official functions organized by the campus community.
 - c) Control of vehicular traffic.
 - d) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
 - e) Control of stray cattle and canine menace.
 - f) Pursuance of cases registered by the community with local police.
 - g) Assist the Institute in maintenance of day-to-day discipline and smooth running of various activities.
 - h) Provide timely intelligence inputs to the Institute administration.
2. Every personnel deputed by the Security Agency shall be at least matriculate and other than supervisory staff, personnel above the age of 35 years shall not be deployed. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
3. The Security guards shall be smart and properly turned out with boots / Shoe, belt, caps, badge, whistle with code, shirt-pant etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with complete data shall be given to the Institute for record, verification etc.
4. The Security Agency shall provide proper uniform (boots / Shoe, belt, caps, badge, whistle with code, shirt-pant.) to every personnel deployed by them in the Institute Campus at their own costs and expenses.
5. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide to the Institute a complete Dozier of particulars of each security personnel proposed to be deployed along with the records of police verification, in original. Noncompliance with this provision will be deemed to be violation of the contract, inviting penal action.
6. The Institute shall have the right to check up, from time to time, the turn-out and uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute level Security Committee or any other representative appointed by the Director. The decisions of the Security Committee shall be binding on the Security Agency.

7. The security agency shall comply with all statutory requirements existing as well as those Rules, orders and notifications promulgated from time to time, viz. the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund & Misc. Provision Act 1952, Employee State Insurance Scheme, Family Pension Fund Act, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Shop & Establishment Act, Contract Labour (Regulation & Abolition) Act 1970, Workmen's Compensation Act 1923, all other Acts, Rules Regulations, Amendments thereof Bye laws ,Orders, Notifications etc present or future, whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, Security Agency shall not involve the Institute in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the Security Agency shall be solely responsible. In case due to violation of any law, including labor laws etc., any liability is put upon the Institute, the Security Agency hereby indemnifies the Institute completely. The bidder shall provide copies of relevant registration(s) under the Gujarat Shop & Establishment Act, the Provident Fund Act, ESI, Labor Rules and Income Tax/ Service Tax etc. to the Institute along with the tender documents. Furthermore they must submit a copy of PASARA License with No and Validity.

8. The Contractor/Service provider must have valid operating license for Ultra High Frequency Walkie-talkies in Ahmedabad & Gandhinagar through a licensed agency.

9. The Security Agency will provide necessary Insurance Coverage to its workmen which will hold Indian Institute of Gandhinagar indemnified for any action from Security Agency's workmen or their legal heirs in case of an accident ,mishap, death, damage etc to Security Agency's workmen who are in no way employees of IIT Gandhinagar. The Security Agency shall also make all liabilities including medical treatment of its workmen for injury sustained in course of employment

10. The personnel deployed by the Security agency in the Institute shall be removed immediately if the Institute considers such removal necessary on administrative grounds. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the Institute and only after due approval of the Security Advisor. In case of removal of such personnel, no claim shall be maintainable against the Institute.

11. Police reports/FIRs will be lodged promptly by the Security Agency for cases of theft and other crimes deducted by the contractual personnel reported at guard points & locations manned by the contractor under intimation to Institute. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of Security Agency.

12. The Security Agency shall make serious efforts to control and eliminate the stray animal menace, which include cows, buffaloes and other animals like pigs, monkeys, stray dogs, blue bulls and snakes etc., from the campus premises.

13. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to

negligence of the Security Agency or any of its employees. The said compensation shall, be in addition to the findings and recommendations that the joint enquiry may propose. The maximum amount of compensation payable by Security Agency will be limited to inspection and supervision charges payable to Security Agency for the month in which the loss or damage occurs. However, after enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the Security Agency or if the personnel of the Security Agency has either taken active part in such acts or has aided and abetted in the acts of such commission and omission, the Institute or its employees to whom loss is caused, shall be indemnified/compensated by the Security Agency on actual basis.

14. The Institute shall identify the requirement of personnel and equipment, to be deployed for the security of the campus, in consultation with the Security Agency. However the tentative requirements, based on past experience, are shown in the Price Schedule. The Institute reserves the right to increase or decrease the quantities specified in the Price Schedule to the extent of 30% (thirty percent) without any change in unit price of the individual items or any other terms & conditions.

15. The Vehicles provided by the Security Agency should be in reasonably good condition/preferably brand new, so as to ensure efficient service. The Security Agency has to ensure that the Motor cycle/Paddle cycle deployed for patrolling duty must cover minimum certain distance which will be decided later stage within the Institute campus and in the event of any shortfall in the mandatory mileage, the Institute shall deduct an amount @ Rs. 3 per km from the bill. However, for the mileage covered over and above 50 kilometers, the Institute shall pay @ Rs. 3 per km. The patrolling vehicle being out of order for more than one day will attract penalty points.

16. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Institute have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the Minimum Wages Act and that all other statutory requirements in this regard have been complied with. Specially Minimum wages as notified by Regional labour Commissioner/Assistant labour Commissioner (Central)/State of Govt. of Gujarat.

Security personnel recruited by the Security Agency will not be deployed at any other organization during the off time.

The agency will be sole responsible to disbursed wages to their staff through Bank and they will strictly follow the Minimum Wages Act. Furthermore the agency will be solely responsible to their employees "Bonus" as well.

Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per the provisions of the relevant laws.

17. The contract price shall be all inclusive and nothing extra shall be payable over and above the accepted contract price in respect of the Scope of Work defined in the Price Schedule placed at Section D. However, if the prescribed minimum wages are revised by the Labour Commissioner

(Central), the Security Agency shall revise the wages of the personnel accordingly. The difference in revised minimum wages, with respect to the wages applicable on the date of submission of tender plus 20% to cover statutory liabilities and profits of the company etc. shall be reimbursed to the security agency in addition to the contract amount, subject to production of proof of disbursement of revised wages.

18. The Security Agency shall take into consideration all levies and statutory taxes while quoting the tender. However if any fresh taxes, charges etc. are levied by , the Local/State / Central Govt., subsequent to the date of opening of tender, the same shall be reimbursed by the Institute against proof of production of payment.

19. The Security Agency will ensure the availability of required number of man days daily. The security personnel shall remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.

20. At no time shall there be more than 10% of the contracted manpower on leave or absent from the Institute-duty. In case of long-term absence due to sickness, leave etc. Security -Agency shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff as well as the guards shall be removed from Institute duty without seeking prior consent of the Security Officer or any person authorized by the Director in this regard. Breach of this clause will attract penalty points.

21. No residential accommodation, transport, medical or any other type of facility will be provided by the Institute to the Security Agency's workers and it will be the sole responsibility of the contractor to provide the same to its workers.

All the assets and articles provided by the Institute shall be the property of the Institute and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the Institute may decide at its sole discretion, such property shall be handed over to the Institute forthwith.

22. In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well trained guards as and when required by the Institute, on reasonable notice, as per the accepted rate given in the Price Schedule.

23. The payment for services under this agreement shall be made on monthly, basis, payment through RTGS-NEFT Payment. The payment shall be done within 10 working days of receipt of the clear bill for each calendar month, duly supported with the requisite details of

- Invoice (i.e. Tax invoice as per Service Tax rules clearly indicating Service Tax registration number, Service Classification, rate and amount of Service Tax shown separately).
- Insurance Policies and proof of payment of premium (As applicable).
- Details of statutory payments like PF, ESI, and EPF etc. (As applicable).
- Undertaking by the Security Agency regarding compliance of all statutes.

- Certificate of the Security Agency that labours have been paid not less than Minimum wages. (As applicable).
- Attendance sheet/manpower deployment sheet(showing non-deployment/short deployment and reasons thereof)
- Any document in support of any other claim permissible under this contract.

The final payment shall, however, be made only after adjusting all the dues/claims of the Institute.

24. The persons employed by the Agency for the security of the Institute will be the employees of the Security Agency and the Institute shall have nothing to do with their employment or non-employment. Under no circumstance any liability in respect of matters connected with their employment shall be held against the Institute and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the Institute.

25. The Security staff employed by the Security Agency shall not join any union of the Institute nor shall they make any claim for service or other matter. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute.

26. The Security Agency shall undertake, at their own expense but to the satisfaction of the Institute, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the Institute by organizing suitable training programs for them on the routine basis. This training program may be included in their duty, like two hours in a week. It may include various aspects of security of a vital installation, major expected threats, and measures to curtail these threats, use of security equipments, and use of fire arms to armed guards etc.

27. Any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land, shall be the sole responsibility of Security Agency. This would include specific responsibility with regard to the provision of the Minimum Wages Act and / or any other law, which may be applicable in the case.

The Institute will in no case be responsible for default, if any, in this regard. Even if, as per provision of any relevant enactment, the liability becomes that of the Institute, it is clearly agreed that the same shall be deemed to be that of Security Agency and shall be discharged by them. The Institute's liability towards personnel will be limited to the extent of the contract price accepted by the Institute.

28. The Security Agency in discharge of its duties will be bound by operational parameters given in **Section-C** enclosed.

29. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Gandhinagar.

30. The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc. for smooth and peaceful day-to-day working of the Institute. The security agency shall be fully responsible for taking follow up action and for pursuing the First Information

Reports (FIRs) lodged by the residents of the campus with the police department.

31. The Security Agency shall ensure that the transport and communication equipment, as mentioned in the Price Schedule, are maintained in perfect working order round the clock. In case of any major fault requiring more than three day's time to make them operational, the Security Agency will provide replacements for them free of charge.

32. The contractor shall submit the following documents along with the quotation:

- Up-to-date Income tax Clearance Certificate duly attested by a gazetted officer.
- Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand only) and Tender Fee of Rs. 1,000/- (Rupees One Thousand Only) shall be accepted in the form of Demand Draft of any scheduled / public sector / MNC bank, drawn in favor of the Indian Institute of Technology Gandhinagar Main Account and payable at Ahmedabad.

33. The two parts of the offer should be placed in separate sealed envelopes clearly marked **“Technical Offer” & “Financial Offer”**. The Envelope titled **“Technical Offer”** shall contain all documents except those under Section-C (Part-A and Part-B), which are to be put in the Envelope titled **“Financial Offer”**. These two envelopes along with an envelope for EMD and Tender Fee marked **“Tender Fee & EMD”** (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.

34. The Security Agency shall be bound to perform the assigned jobs even though the same may not have been included in the schedule of services. The charges for the extra services not mentioned in the Price Schedule should be settled mutually.

In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Assistant Registrar (M.M.) through e-mail, purchase@iitgn.ac.in on or before **4:00 PM, 17.06.2013**.

35. The Security Agency shall be responsible for all injuries and accidents to persons employed by them. However, the first aid facilities shall be available to the personnel only in respect of the injuries sustained by them in execution of the duties. The Institute shall stand indemnified in respect of the treatment provided under such exigencies.

36. The Security Agency shall be responsible for the good conduct and behaviour of its employees. If any employee of the Security Agency is found misbehaving with the institute-Security Staff, employees, faculties or students of the Institute, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instruction to its employees to act upon the instructions given by the supervisory staff of the Institute Security.

37. Individual signing the bid or other documents connected with the contract shall indicate the full name below the signature and must specify whether he is signing as:

- a) A sole proprietor of the firm or constituted attorney of sole proprietor
- b) A partner of the firm, in which case he must have authority to represent for arbitration of disputes concerning the business of the partnership firm either by virtue of the partnership agreement or power of attorney.

- c) Constituted attorney of the firm.

Provided that

- i) In case of (b) above, a copy of the partnership agreement of general power of attorney, in either case, attested by a Notary Public, or affidavit on stamp paper of all the partners admitting execution of the partnership agreement or the General Power of attorney should be furnished.
- ii) In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner the tender offer and every partner of the firm should sign all other related documents.
- iii) A person signing the tender form or any other documents forming the part of the contract on behalf of another shall be deemed to be warranty that he has authority to sign, such documents and if, on enquiry it appears that the person has no authority to do so, the Institute may, without prejudice to other civil and criminal remedies, cancel the contract and make or authorize execution of contract / intended contract at the risk and cost of such person and hold the signatory liable to the Institute for all Cost and damages arising from the-cancellation of the contract including any loss which the Institute may have on account of execution of contract / intended contract.

Individual signing the tender or other documents connected with the contract shall indicate the full name below the signature and specify the capacity and authority under which he signs such document and shall also submit documentary evidence of his authority duly attested by a Notary Public.

38. In the event of any loss being caused to the Institute on account of the negligence of the employee of the Security Agency, the agency shall make good the loss sustained by the Institute, either by the replacement or on payment of adequate compensation on actual basis.

39. The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.

40. None of the employees of the Security Agency shall enter into any kind of private work within or outside the campus of the Institute. Non-compliance with this provision will be deemed to be violation of the contract, inviting penal action.

41. The employees of the Security Agency shall be of good character and of sound health and shall not be less than 21 years or more than 35 years of age in case of Security Guards and 40 years in case of Supervisors. The minimum height of the Security staff should be at least 5' -8" except in case of hill tribes. Anyone found -below the minimum standard shall be removed immediately from the institute and agency shall be liable for penalty points.

42. The Security Agency shall maintain a Complaint Book at the main entrance gate which will be made available to the supervisory staff of the Institute Security and the residents / employees of the campus.

43. In a manner satisfactory to the Institute, the Security Agency shall provide necessary

expertise and trained manpower to attend to various needs of security services at the Institute buildings, hostels, utility facilities and the campus in general.

44. The Security Agency will have to accept full responsibility to uphold labour, tax, welfare and such other employer's obligations in respect of his employees in consonance with the laws of the land, against all claims, damages or losses of every nature or kind, whatsoever, ensuring no liability or involvement of the Institute.

45. Security agency shall ensure protection of all properties and personnel of the Institute, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble -shooting efforts.

46. Security Agency shall abide by all laws of the land including, contract of Labour (Regulations & Abolition) Act 1970, Employees' Provident Fund & Miscellaneous Provisions Act, 1952, Employees' State Insurance Act, 1948, Minimum Wages Act, 1948, apart from tax deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Security Agency, and it shall not involve the Institute in any way whatsoever.

47. The Security Agency shall supply trained manpower for the security duties in the campus. It shall also undertake at its expense and to the satisfaction of the Institute, a continual updating of skills and procedures followed by the Security staff. For this purpose the agency shall organize suitable training camps for its cadres from time to time.

48. In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by the Security Agency or its staff or otherwise, any harm done to the Institute, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Director may deem fit.

49. Total duration of contract **on rate contract for a period of one year extendable by two more years on negotiated terms & conditions**. In case the performance of the agency is not found to be satisfactory as per parameters set out in **Section-C** of the contract or not in conformity with the terms & conditions of the agreement under **Section -B**, the contract shall be terminated even before the scheduled time by giving advance notice of 3 (three) months to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited.

50. Security Agency shall supply standard uniforms with name-plates/name-tags to the persons engaged on duty. The Institute shall not allow any employee of the Security Agency to work inside the Institute without the uniform. If during the period of contract the uniforms are worn out, it shall be the responsibility of the Security Agency to supply another uniform to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the Institute. The Security Agency shall get the identity card of each employee attested from the Security Officer of the Institute. The Institute shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would be the responsibility of the Security Agency to supply such minor equipment necessary for discharge of duty.

- 51.** The Security Guards and Security Supervisors shall be required to work in three Shifts. However no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift.
- 52.** Employee of the Security Agency shall not work for not more than 27 days in a month.
- 53.** In the case of successful bidder the Earnest Money Deposit of Rs.50,000/- (Rs. Fifty Thousand only) shall be refund after successful submission of the Performance Bank Guarantee.
- 54.** The Security Agency shall have proper standards and procedures for recruitment of guards and supervisors. The Security Agency shall have a properly designed uniform. The Institute reserves the right to suggest modification if it deems fit, for the proper appearance and turnout of the guards.
- 55.** The Security Agency shall have a regular system of training the Guards before assigning them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.
- 56.** The Security Agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
- 57.** The Security Agency shall have resources to assist the principal employer (i.e. the Institute) in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.
- 58.** Security Agency shall apply to the Labor Commissioner for obtaining a labor license within a reasonable time and will submit a copy of the license to the security officer of the Institute.
- 59.** The quotation shall remain valid for a period of 120 days from the date of submission. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% (hundred percent) of the Earnest Money shall be forfeited. In exceptional circumstances, the Institute may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
- 60.** The Institute is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. Institute reserves the right to negotiate with L-1 bidder to arrive at the fair and reasonable price.
- 61.** The award of work order, when issued to the successful bidder, constitutes the contract with collateral support from terms and conditions of the tender invitation notices as well as formal agreement on stamped paper affixed with non judicial stamps, all of which finally form the contractual obligations to be adhered to performed by the bidder and the non performance of any

of such obligations make the bidder liable for consequential effects.

62. The bid shall not contain corrections, erasures or over writing except as absolutely necessary to correct errors made by the bidder. Such corrections etc. shall be signed and attested by the person or persons signing the bid.

63. The Institute does not bind itself to accept lowest or any other tender. The Institute reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereto incurring any liability to the affected bidder or bidders on the grounds of the Institute action.

64. The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) and commence the work within 1 (one) month from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency as it may deem fit.

65. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities, the wages of the personnel and incentives if any, cost of minor equipment such as batons, torch etc., consumables such as electricity etc. any contingent expenditure incidental to the work, contractor's profit etc. Nothing extra shall be payable in addition to the accepted rate for each individual item as per the Price Schedule in **Section -D**.

66. The bidders are advised to refrain from stipulating any conditions, rebates etc. in violation of the terms of the tender. The Institute reserves the right to reject the quotation in which conditions of rebate is stipulated, without assigning any reason thereof.

67. Arbitration:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement on any matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the, Director of the Institute at the time of the dispute.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to proceed de-novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also term of the contract that the cost of arbitration shall be borne by the parties themselves.

The venue of arbitration shall invariably be at Gandhinagar.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

68. Force Majeure:

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such nonperformance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may at his option terminate the contract.

Provided, also that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

SPECIAL CONDITIONS:

1. The Security Personnel of the Contractor shall obtain medical certificate of physical Fitness from Registered Medical Practitioner. Also, when called upon by the Institute, subject themselves to medical examination by the Medical Officer of the Institute.
2. The Institute shall retain the original agreement and the Contractor shall keep the duplicate of the agreement. The Contractor shall bear and pay all the costs charges and expenses incidental to the preparation and execution of the signed Contract in duplicate.
3. The Contractor shall submit the Security bill of the previous month latest by the 10th of every month to the concerned section of the Institute.
4. The Institute shall pay the Contractor towards the bill within ten working days after receipts of the clear bill.
5. The contractor shall be levied fines as per details enclosed herein in Annexure-C.

Other Terms & Conditions:

(Relevant copies must be attached)

1. Pre – Qualification Criteria:

- a)** The applicant should have License (validity up to December, 2013) to run Security services from concerned Govt. authorities.(i.e.PASARA License)
- b)** The applicant should be in Security Service business for a minimum period of Ten years as on 30.06.2013
- c)** Experience of having successfully run the Security services during the last Ten years ending 30.06.2013 as per following (Similar nature of work means the running of the Security of educational institutions):
- d)** Average Financial Turn-Over (Gross)- (The bidder's average annual financial gross turnover in Security services during the last Five financial years, i.e., 2007-2008, 2008-09, 2009-10, 2010-11, 2011-12 duly audited by the CA should not be less than Rs.100.00 crores.
- e)** Financial Solvency Certificate- (The bidder should have a solvency of Rs. 25,00,000/- (Rupees Twenty Five Lakhs Only). A certificate to this effect may be enclosed from the banker).
- f)** Performance Certificate for each work completed in the last five years and it should be certified by a responsible person from the concerned organization.
- g)** Relationship with employees- IIT Gandhinagar will debar parties from tendering having relatives working in IITGN. A non-relationship Certificate is required to be submitted.
- h)** The Contractor/Service provider must have their own residential training academy in India.
- i)** The Contractor/Service provider must have valid operating license for Ultra High Frequency Walkie-talkies in Ahmedabad & Gandhinagar through a licensed agency.

PARAMETERS

The main Security objectives of IIT Gandhinagar are as under:

- 1. Prevention of loss of the Institute and private property by thefts, burglaries, robberies, dacoities etc.
- 2. Prevention of injury, assault and violation of dignity of the persons, especially women residents and legitimate visitors. Providing protection to everyone, considering liberal and open culture among residents.

3. Smooth conduct of functions, conferences, dignitaries' visits, cultural events.
4. Keep the campus free from stray animals, tree poachers and other unwanted elements.
5. The Security parameters will there have been:
 - I. Theft related. II) Patrolling related, III) Discipline, IV) General
6. A point system will be in operation under which operational failures, depending on type and frequency, will entail point penalties. The liability of Security Agency will not only be in terms of these points but also to the extent of the recommendations of the Joint Enquiry. Every point will entail a financial obligation of Rs. 500/-on the part of Security Agency subject to a maximum of Rs. 1,00,000/-or 10% of the gross payment to Security Agency in a month, whichever is less.

POINTS ALLOCATION:

1. Robbery or Dacoity:

Forced armed entry within any campus or hostel area, resulting in looting of the place and / or injury to limb / life or both.

THIS WILL ENTAIL IMMEDIATE TERMINATION OF THE CONTRACT

2. Thefts

Sl. No	Type of theft	Penalty points (units)
01	Major break in an official premises and theft of goods that need some form of transportation	100
02	Major break in a premises and theft of goods that do not need transportation	80
03	Lock breaking of a premises and theft of goods that need some form of transportation	70
04	Lock breaking of a premises and theft of goods that do not need transportation	60
05	Lock opening of a premises and theft of goods that need some form of transportation	40
06	Lock opening of premises and theft of goods that do not need transportation	30
07	Lock breaking/ opening without any theft	20
08	Theft of one or more bicycles on a single week	10
09	Isolated theft of one scooter/motorcycle	30
10	Theft of more than one scooter/motorcycle on a single day	80
11	Isolated theft of a car	50
12	Theft of more than 1 car on a single day	100

3. Patrolling

Sl. No	Type of incidence due to patrolling	Penalty points (units)
01	Molestation case, single person involvement	80
02	Molestation case where a group of miscreants is involved	100
03	Eve teasing case where group of miscreants is involved	50
04	Molestation / eve teasing / chain snatching case where helps take more than 7 minutes to arrive after reporting.	100
05	Rowdiness / rioting on the campus	40
06	Patrolling vehicle out of order for more than 1 day	50/Day
07	Patrolling more than two bicycles out of order for more than 01 day	10
08	Major break in of an official premises and theft of goods that need some form of transportation	100
09	Strength deployment relative to the deployment chart	25
10	Strength short fall by more than 10% on any given day	50

4. Discipline

Sl. No	Type of cases of indiscipline	Penalty points (units)
01	Rude and unpleasant behavior of security personnel with campus resident (for each incident)	30
02	Non-compliance with instructions / orders	100
03	Failure in drill test / random call	50
04	Recruiting personnel residents of a place located within 100 km from the Institute (for each day after recruitment/deployment)	10
05	Recruiting/deploying illiterate personnel and/or recruiting/ deploying personnel of more than 35 yrs, except in case of supervisory staff & above (for each day after recruitment /of deployment)	10
06	Breach/violation of contractual conditions (for each act of commission/omission) not covered in any of the above Columns.	As per the decision of Security committee depending on the level of breach

5. General Nature

Sl. No	Lapses of general Nature	Penalty (units)	Points
01	Lack of stray animal menace control in Official area	50	
02	Lack of stray animal menace control in campus thorough fares	50	
03	Presence of unwanted elements on the campus	40	
04	Rash driving on campus.	30	
05	Entry of unauthorized vehicle in to the campus	40/each case	

6. Compounding:

Repeated complaint of the same type (more than 4 times in any given month) will entail a multiplication factor of 4 on the points.

7. Reward:

Concerned person after meritorious service shall be rewarded individually, as per the decision of the Security Committee of IIT Gandhinagar.

Penalties for violation or rules, terms and conditions

(A) PENALTY POINTS

A Co-ordination meeting is to be held once in the first week of each month. Discussions of security matters as well as failure of the previous month, giving rise to fixing of penalty points to be carried out in this meeting. Every quarter the penalty amount at the rate of Rs. 500/- per point accumulated in that quarter, up to a maximum of 10% payment for that quarter, is to be deducted from the payment for the last month of that quarter.

(B) JOINT ENQUIRY

The Institute will be entitled for compensation against the Security Agency, in case a proper joint inquiry establishes that the theft or loss or damage has been caused due to negligence of the Security Agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the joint enquiry may propose. The joint enquiry committee shall be constituted by IIT Gandhinagar which will be inclusive of one person from the security agency deployed at IIT Gandhinagar.

ANNEXURE-A

LETTER OF TRANSMITTAL

From: _____

To,
The Asst.Registrar (M.M.),
Indian Institute of Technology
Gandhinagar, Vishwakarma Govt.
Engineering College Complex
Chandkheda, Visat Gandhinagar Highway,
Ahmedabad- 382 424

Sir,

Having examined the details given in the tender document for the above work,
I/We hereby submit the documents and other relevant information with Technical Bid.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "D" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for the tender and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, or authorized officer of IIT Gandhinagar, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Director or authorized officer of IIT Gandhinagar, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

Sr. No	Name of assignment (s)	Certified by/from

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)

F O R M ' A '

FINANCIAL INFORMATION

I. **Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year				
	2007-08	2008-09	2009-10	2010-11	2011-12
i) Gross Annual turnover (In Lakhs)					
ii) Profit/Loss					

a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

F O R M ' B '

**DETAILS OF ASSIGNMENTS OF SIMILAR NATURE COMPLETED OR GOING ON
DURING THE LAST FIVE YEARS ENDING 31.03.13**

SIMILAR NATURE OF ASSIGNMENT COMPLETED 1		
Sr. No	Description	Project Detail
1	Name of assignment(s) and Location(s)	
2	Name & Address of Employer/ organization	
3	Cost of work in Rs.	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Litigation /arbitration pending /in progress with details*	
8	Name and address/ email and telephone number of officer to whom reference may be made.	
9	Remarks	

*Indicate gross amount claimed and amount awarded by the Arbitrator

*For each work separate sheet be prepared as per proforma given in FORM- B.

Signature of Applicant(s) with date & seal

FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"

Furnish following information for each individual work from the employer for whom the work was executed

1. Name of the contract and location
2. Agreement/Order no.
 - a. Scope of Contract
 - b. Contract Cost (Rs.)
 - c. Contract commencing Date
 - d. Duration of the contract Period (Year-Months-Days)
 - e. Amount of compensation levied (Rs.) if any
 - f. Performance Report
 - i) Services – Excellent/Very Good/Good/Fair
 - (ii) Inventiveness – Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Authority)

FORM 'D'

STRUCTURE & ORGANISATION

STRUCTURE & ORGANISATION

1	Name & Address of the applicant:		
2	Telephone No./Fax No./E-MAIL		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organization /Place of	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorized to act for the organization		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after commencement of the assignment? If so, give the name of the project and reasons of suspension of work.		
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.		
10	Has the applicant, or any firms partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialization and interest?		
12	Any other information considered necessary but not included above.		

ANNEXURE-D

Participation of relatives of employees in the tender / execution of works in IIT Gandhinagar

I/We S/o

R/o

..... hereby certify that none of my/our relative (s) as mentioned in Clause No. 1 (g) under "Other terms & conditions" of the tender document is/are employed in IIT Gandhinagar as per details given in tender document. In case at any stage, if it is found that the information given by me/us is false/ incorrect, IIT Gandhinagar shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Bidder's Signature

Official Seal & Stamp

Form E

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Availability for demonstration of Service Plans at IIT Gandhinagar: Yes / No [Please √]
4. Tender Fee enclosed: Yes/No [Please √] If yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank _____
 - b.) Amount in (₹) _____
 - c.) Demand Draft No. _____
 - d.) Last Validity date of the enclosed DD _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
 - a.) Full Name :
 - b.) Complete Postal Address:
 - c.) Telephone No.:
 - d.) Fax No.:
 - e.) Mobile No.:
 - f.) E-mail:
 - g.) Website Address:

Form F

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
	k) Account No	
4	Email id of the Bidder	

SECTION-C
PART-A

PRICE

SCHEDULE FOR SECURITY SERVICES

A. SECURITY PERSONNEL for Temp. Campus CHANDKHEDA(*)					
Sl. No.	Category	Strength	Unit	Rate per Unit	Amount (₹)
1	Assistant Security Officer (ASO)	1	Each		
2	Security Supervisor (SS)	3	Each		
3	Security Guard (SG)	34	Each		
B) SECURITY PERSONNEL for Permanent Campus PALAJ(*)					
1	Security Supervisor (SS)	3	Each		
2	Security Guard (SG)	6	Each		
C. TRANSPORT					
1	Motor Cycle	1	Each		
2	Paddle Cycles	3	Each		
D) COMMUNICATION**					
1	Wireless ground Station	1	Each		
2	Handheld Walkie Talkie set	2	Each		

(*) The Nos. Shown above for Security Personnel are only indicative and actual Nos. will be decided by the Institute in Consultation with the security agency.

**Subject to approval from concerned authority

Total monthly package: _____

Total monthly package in words: _____

PART-B

Proposed Rates for IIT Gandhinagar						
Security Services						
Sr.No	Cost Head	in % or gross	Security Guard (Rs.)	Lady Security Guard (Rs.)	Security Supervisor (Rs.)	Assistant Security Officer (Rs.)
A	Minimum wages as applicable (Central Wages)	----				
B	Statutory obligation@ (Calculated Per Month)	-----	-----	-----	-----	-----
	PF					
	ESIC					
	Bonus					
	Gratuity					
	Allowances, if any					
	Supervisory Allowance					
	Skill Allowance					
C	Sub-total I (A+B)					
D	Cost of Weekly off					
E	Sub-total II (C+D)					
F	Cost of Service Charge					
G	Sub-total III (E+F)					
H	Govt. Levied Service Tax					
I	Cost per month of Security Personnel					