

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY JAMMU
JAGTI NH-44, NAGROTA, JAMMU (J&K)-181221

Dated: 07/12/2017

Open Tender Notice No.IITJammu/EST2(SP-1411) /2017

Indian Institute of Technology Jammu is in the process of purchasing following item(s) as per details as given as under.

Details of the item	Highly reputed well established & Professional Security Agencies
Earnest Money Deposit to be submitted	Rs.2,00,000/-
Performance security	NIL

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Jammu tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Jammu
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Service
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Miscellaneous Services
Source of Fund (Institute/Project)	Budget Code _____/ Project Code _____
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	07/12/2017 at (15:00 Hrs)
Document Download/Sale Start Date	07/12/2017 at (15:00 Hrs)
Document Download/Sale End Date	28/12/2017 at (15:00 Hrs)
Date for Pre-Bid Conference	15/12/2017 at (15:00 Hrs)
Venue of Pre-Bid Conference	Committee Room Stores & Purchase Section, IIT Delhi, Hauz Khas, New Delhi-110016
Last Date and Time for Uploading of Bids	28/12/2017 at (15:00 Hrs)
Date and Time of Opening of Technical Bids	29/12/2017 at (15:00 Hrs)
Tender Fee	Rs.1,000/- (For Tender Fee)
EMD	Rs.2,00,000/- (For EMD) (To be paid through RTGS/NEFT. IIT Jammu Bank details are as under: Name of the Bank A/C : IIT Jammu ICICI A/C No. : 026601003416 Name of the Bank : ICICI Bank, KC Plaza Jammu IFSC Code : ICIC0000266 MICR Code : 180229001 Swift No. : (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Room No. MS-207/C-20, Assistant Registrar IIT Jammu, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-26597358
Email id	arjammu@iitd.ac.in

Chairman Purchase Committee

(Buyer Member)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). 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 submitting their bids online on the CPP Portal.

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) 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.
- 2) 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.
- 3) 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.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) 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 / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app> . Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

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NOTICE INVITING TENDER 2017

Sealed tenders are invited from highly reputed well established & Professional Security Agencies capable of providing about 6 Supervisors, 42 trained Security Guards, 12 Armed Guards and 6 watch keepers. The agency should be fulfilling each of the following criteria:

1. ELIGIBILITY CONDITIONS

- a) Currently be providing at least 20 trained security guards per shift of 8 hours at one location in a University/Academic Institute (excluding schools) in NCR.
- b) The Agency should be able to provide at least 15% Ex-Servicemen and 5% Female Security Guards.
- c) The Agency should be having valid ESI, EPF, PAN & GST Nos.
- d) The Agency should have an annual turnover of minimum Rs. 5 crores, (Rupees Five crore only) at least for each of the last three years i.e 2014-15, 2015-2016 & 2016-2017.
- e) The Agency should possess adequate continuous experience of a least 5 years of Guarding and handling Electronic/Non-electronic gadgets, viz., CCTV, Access Control and Basic Crowd Management Devices duly certified by the clients. The Agency should have basic infrastructure in terms of Vehicles, i.e Motorcycles/ scooters, Cars/Jeeps or OMNI for Patrolling and electronic & non-electronic Gadgets.
- f) The Agency should be ISO certified and be a member of a Professional Security Association.
- g) The Agency should also have its own training School for training of their personnel deployed duly approved under PSARA 2005 registered.
- h) The Agency should be PSARA 2005 registered.
- i) The Agency should be capable of providing Armed Guards and should have a centralized 24 hrs manned control room backed up with wireless communication and transport fleet & Quick Reaction Team (QRT) in Jammu, J&K
- j) The Agency besides providing Security Services should be capable to monitor Traffic Safety, Parking & Trespassing.
- k) The Agency should be able to provide a Bank Guarantee of Rs. 10 lakhs (Rupees Ten lakhs only) during the currency of the contract which will be renewed from time to time as per further renewals of the contract, if any.
- l) The Agency will have to procure Contract Labour License from Labour Department, Govt. of J&K after being awarded the contract within 02 months.
- m) The Agency should be able to submit CTC of IT Clearance in respect of his/her agency for the last 03 years.
- n) The Agency should be willing to give an Insurance cover for the losses of goods, if any.

THE AGENCIES NOT MEETING ANY OF THE ABOVE ELIGIBILITY CONDITIONS NEED NOT APPLY.

2. The Tender document comprises of two parts, viz., **(I)** Technical bid, & Terms & Conditions for providing security services **(II)** Commercial bid.
3. Initially, **SHORT LISTING** of the bids will be carried out. The tenderers will be invited on a notified date for an assessment and presentation session in which they are expected to carry out a survey of the IIT Jammu Campus and give a presentation. The time and date of opening of Financial Bids shall be intimated later. The Financial bids of only those tenderers will be opened who are declared qualified (i.e. securing minimum 60% marks in technical bid) by the Purchase Finalization Committee. An

undertaking to abide by the conditions governing the terms for providing security services should be enclosed along with the technical bid. Only successful tenderers, on the basis of the Technical Bid and inspection of establishment concerned **or** otherwise by assessing the suitability, as deemed fit by the Purchase Finalization Committee, shall be called at the time of opening of Financial Bid.

4. **The evaluation of the tender document will be based on both technical and financial bids. The weightage for technical bid would be 70% and financial bid would be 30%. The breakup in respect of weightage for technical bid will be as under:-**

(a) Experience	:	30 Marks
(b) Infrastructure	:	12 Marks
(c) Track Record (Feedback from Clients)	:	20 Marks
(d) Presentation and Security Plan	:	08 Marks

A copy of the evaluation sheet with all the details is attached as Annexure-VIII

5. The tender is not transferable or assignable under any circumstances.
6. Conditional or incomplete tenders will not be accepted.
7. Tender in any other form other than the on-line form issued by IIT Delhi will not be entertained and will be summarily rejected.
8. ***Definitions: Institute means 'IIT Jammu' and Agency means the 'Contracting Agency' including its Directors, Managers, Officers, Supervisors, and Employees & Workers etc.***
9. IIT Jammu reserves the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of IIT Delhi in this respect shall be final.

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INSTRUCTION FOR FILLING UP OF TECHNICAL BID

1. The tender is to be submitted strictly in the enclosed format along with supporting documents.
2. The Agency along with the tender form should produce all the certificates asked for duly attested and stamped by its authorized signatory;
3. The Agency shall furnish details of any legal suit/legal action/ black listing, pending especially with regard to any violation in the PF Act, ESI Act, Labour Laws, and Income Tax etc. If there is no pending legal proceeding then an affidavit affirmed to this effect as per format, please attach as **Annexure-XXVII** be furnished. In case any legal proceeding in respect of the above has been since disposed of, details of the same along with copy of final order be provided. Scrutiny and evaluation of the above information shall be done at the discretion of the Institute.

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TERMS AND CONDITIONS

1.	“SCOPE OF WORK” is as per ‘Annexure-VI’. The charges for extra jobs, details of which are specified in Annexure-‘VII’ will be submitted by the Agency separately which would be settled mutually.
2.	The Agency shall be responsible for all/any injuries and accidents to persons employed by it. It will also cover, through an Insurance Policy, its personnel for personal accident whilst performing the duty.
3.	The Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of the Institute, it shall terminate the services of such employees on the recommendation of the Security Officer or any other officer designated by the Director, IIT Jammu. The Agency shall issue necessary instructions to its employees to act upon the instructions given by the supervisory security staff of the Institute.
4.	<p>The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by the Institute and shall not knowingly lend to any person or Agency any of the effects or assets of the Institute under its control.</p> <p>(a) In the event of any loss being caused to the Institute on account of negligence/ dereliction of duties by the Agency or Agency’s employee that shall be established after a joint inquiry comprising of the representatives of the Institute and the Agency, the Institute should get the same compensated from the Agency. The Agency may have a Public Liability Insurance Policy Cover.</p> <p>(b) The Agency will not be held responsible for the damages cause to the property of the Institute due to natural calamities like lightening, earthquake, floods etc.</p>
5.	The Agency shall not appoint any other Agency or third party to carry out any obligation/ task/ function, under the contract.
6.	The Agency shall take day to day instructions from the Security Officer or his Deputy, in his absence, of the Institute.
7.	If the Agency fails to implement the assigned jobs or parts of the Standard Operating Procedures to the satisfaction of the Director of the Institute or any officer nominated by him or on any day in any part of the areas assigned, the Agency shall be penalized by imposing a fine of Rs. 300/- (Rupees Three hundred) per penalty per day. The penalty shall continue for successive days till the satisfaction of the authorities. The Agency shall provide replacement in case the employee of the Agency is proceeding on leave. This will be at no additional expense to the Institute. In case of any absence the Agency shall be penalized by imposing a fine of Rs. 300/- (Rupees Three hundred) per Guard/Supervisor per day in addition to that day’s salary. This will also be in addition to the claim of the Institute as mentioned above in para 4. The amount of penalty will be deducted from the monthly bills.
8.	None of the employees of the Agency shall enter into any kind of private work at any location of the Institute during working hours or otherwise, failing which penalty as stipulated in clause (7) of the above terms and conditions shall be imposed. The employees should not be put in different shifts at other locations & they should not be employed by other agencies to do so also.
9.	Physical Standards and Qualifications: The employees of the Agency shall be of Good character and of sound health.

a. Security Guard Ex Servicemen:

- i. Age: Not more than 55 years.
- ii. Character: Very Good
- iii. Education Qualifications: Army first class or matriculate. Should be able to read & write HINDI & ENGLISH
- iv. Physical Standards: Height 5 ft 7 inches minimum. (except hill tribes.) Physically fit

b. Security Guards Civilians:

- i. Age: Not less than 21 years & not more than 45 years.
- ii. Character: Good
- iii. Education Qualifications: minimum Matriculate
- iv. Physical Standards: Height 5 ft 6 Inches & physically fit.
- v. Minimum experience 2 years of security.
- vi. Should be able to read & write HINDI & ENGLISH
- vii. Should have some type of exposure on computers.

c. Supervisors:

- i. Age: Not more than 55 yrs in case of Ex Servicemen & 50 yrs in case of Civilians.
- ii. Character: Exemplary in case of Ex servicemen and Good in case of Civilians
- iii. Education Qualifications: JCO rank in case of Ex-Serviceman & Minimum graduates in case of a civilian with at least 3 years experience. In case of exceptionally Good Supervisors having 8 years experience, education qualifications of Sr. Secondary will be acceptable. Preference will be given to Computer literate Supervisors.

The Guards to be supplied in the ratio of 15% Ex-serviceman and 85% civilians. The Institute will have liberty to change this ratio, should the Institute consider this change necessary for better security. In addition the Institute will have liberty to increase/ decrease the total number of Guards by giving at least one week's notice to the Agency.

It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less communication equipment and computers.

All Guards & Supervisors should have working knowledge of ENGLISH.

The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, Telephone number, recent passport size photograph , in form of a data base in both hard & soft form and also provide a local police clearance certificate as per following format at later stage in case the contract is awarded.

Ser No	Name	Father's Name	DOB	Qualifications	Experience
Exsm	Civ	Address	Mob	Photo	Remarks

- 10. The Agency shall maintain an Occurrence Book which will be made available to the supervisory staff of the Institute.
- 11. The Agency shall not quote less than the minimum mandatory rate/wages as per prevailing rates of J & K Govt. The 'onus' for producing the copies of notification of J&K Admin/Govt., will be of the Agency. The payment should be made by cheque or e-transfer and a record of that should be kept in a register which may be examined by the Institute at any time. In case the Agency fails to make timely payments to its employees, or any employee of the Agency reports to the Institute regarding non-payment of dues, the Institute on being satisfied of the complaint shall pay the employees of the Agency directly and suitable deductions shall be made from the amount to be paid to the Agency. In case of ESI and EPF, the Agency shall produce original challans /receipts to Assistant Registrar E-II for verification & records and shall submit a photocopy thereof.

12.	Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, Income Tax, GST or any other extra taxes levied by the Government) Companies Act, 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 Agency, and it shall not involve the Institute in any way what-so-ever.
13.	The manpower proposed to be deployed by the Agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person in the Institute the Agency shall furnish complete particulars and obtain written approval of the designated officer of the Institute on a Proforma to be collected from Security Office IIT Jammu or any person nominated by the Director.
14.	Institute reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/notice.
15.	The Agency shall supply trained manpower. The Agency shall also undertake at its own expense in consultation with the Institute, a continual updating of skills and processes and procedure to be followed by the Security Staff provided to the Institute by organizing suitable training schedules for them. The Agency shall also provide a tentative schedule /plan for training its staff for one year. A proper record of the training of its staff shall be maintained by the Agency. The manpower supplied by the Agency shall also be trained on the existing Fire detection and Alarm system and Fire Fighting Systems installed in the Institute. In case of an outbreak of fire they should be able to undertake fire fighting operations. The Staff selected for deployment will compulsorily undergo ON-SITE Training for at least 03 days under Agency's arrangements and expense.
16.	Duration of the contract shall be 3 years subject to yearly appraisal and review by the Institute authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before three YEARS by giving notice of one month to this effect. The Institute may terminate this agreement by giving one month's notice in writing to the Agency, at any time during the time contract, without assigning any cause. The Agency may also terminate this agreement by giving three months notice in writing to the Institute, without assigning any cause. A record of every lapse small or big to be maintained by the Institute Authorities & a weekly meeting of the representative of the Agency with OSD/nominated by the Director will be held and minutes of the same recorded for compliance.
17.	The Agency shall supply uniforms (all weather) with Name plates to the persons engaged by it. The Institute shall not allow any employee of the Agency to work inside the Institute without uniform except in cases where-in specifically asked for. The uniform should be in good condition & not torn/worn-out/faded. The Agency shall get the identity card of each employee countersigned by the OSD/nominated by the Director of the Institute. In case the services of any employee are terminated his/her Identity Card shall be handed over to the Institute Authorities. The staffs leaving the services due to any reasons will have to procure 'No Dues' from the Institute.
18.	The Security Guards and Security Supervisors shall be normally required to work in three shifts basis. The authority to change this will lie with the OSD/nominated by the Director depending on requirement and urgency of situations as & when occur. No Security Guard/Supervisor will be allowed to perform double duty / continuous basis unless authorized by the Institute.
19.	No employee of the Agency shall work for more than 27 days in a month or as specified by Labour Laws.
20.	The Agency shall deposit an amount of Rs.5 lakhs (Rupees Five lakhs), interest free, as Security with the Institute for the entire duration of the contract. The Agency shall also provide a Bank

	Guarantee of Rs.10 lakhs (Rupees Ten Lakhs), during the currency of the contract which will be renewed from time to time as per further renewals of the contract to be used in case Agency fails to pay its labour force or any other default. The aforesaid security deposit shall be returned to the Agency after termination/expiry of the contract, after deductions, if any, are made by the Institute.
21.	The Agency will get all the staff on its roll at IIT Jammu, verified of their antecedents through J&K Police and a certificate to this effect be furnished by the Agency to the Institute within 3 months of initial deployment. The Agency should maintain proper record/documents of the same. These documents are required to be produced to the Institute whenever required.
22.	The Agency shall have a registered office in Jammu. It should be a professionally run organization and not a garage operation. The office shall have effective communication facilities like telephone, FAX, pagers, Mobile Telephone, e-mail, Wireless system and Vehicles and the Agency should have a 24 hrs. Manned control room with QRT, to ensure a quick response.
23.	The Agency shall have proper standard and procedures of recruitment and training. The Agency will provide a copy of Training Manual for inspection to IIT Jammu authorities. The training Institute of the Agency should be duly approved under PSARA 2005.
24.	The Agency shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the Institute. The Agency should supply Guard Check Books to all guards post wise at its own cost. All such records shall be subject to scrutiny by the Institute.
25.	Agency will apply to the Labour Commissioner for obtaining a labour license and will submit a copy of license to Registrar, IIT Jammu within 60 days from the date of issue of the award of contract.
26.	The Agency shall employ & post one “Field Officer and one Assignment Manager” experienced in the field of security at the Institute premises at its own cost for taking care of queries/matters relating to general discipline, incidents, accidents relating to the Agency and its employees and also for immediate interaction with the Institute authorities.
27.	That no right, much less a legal right shall vest in the Agency’s workers/employees to claim /have employment or otherwise seek absorption in the Institute nor the Agency’s workers/employees, shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency at all the time and this shall be solely the responsibility of the Agency to make it clear to their workers before deputing on work at the Institute; Such as stipulation shall also be mentioned in the appointment letter, or any similar document which may be issued to workers/employees of the Agency.
28.	The Agency shall not be allowed to change its name and style after the award of the contract.
29.	The Agency would ensure that no person deployed by the agency shall demand or solicit or accept any gift or tip or gratification or reward in any form from student/employees/visitors of the Institute.
30.	The Agency shall conduct firefighting drill & mock drill on monthly and quarterly basis respectively.

Liabilities and Penalties

1.	The Agency shall perform all the assigned jobs to the satisfaction of the Institute and shall be liable for any loss or damage to Institute as stated herein:
2.	The Agency and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to them and not knowingly lend to any person or Agency, any effects or assets of the Institute under its control.
3.	In the event of any loss being caused to the Institute that is prime-facie on account of the negligence and/or dereliction of duties by the Agency or its staff, a Joint Committee comprising of a representative of the Institute and Agency shall determine whether the loss is on account of unsatisfactory performance of the Agency and in that case it will also determine the compensation to be paid to the Institute by the Agency. The recommendations of the Joint committee will subject to the approval of the Director IIT Jammu or his nominee and the final decision shall be binding on the Agency.
4.	The liabilities up to Rs.1 lakh (Rupees One lakh) will be met by the Agency. For the liabilities more than Rs.1 lakh (Rupees One Lakh) Agency may make good such a loss through an insurance cover if it has one, which would specifically enable payment of compensation to IIT Jammu for the losses suffered due to negligence or poor performance by the Agency, any shortfall after pay-out by the Insurance company, should be covered by the Agency itself.
5.	However the Agency will not be held responsible for the damages caused due to natural calamities like lightening, earth quake, floods etc.
6.	IIT Jammu premise is NO SMOKING ZONE. No Security Staff of the Agency should be found Smoking, eating pan, gutka, intoxicants/drugs or alcohol/ alcoholic beverages.

Arbitration

	Any disputes arising out of and in relation to this agreement shall be referred to arbitration by a sole arbitrator, to be appointed by the Director of the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration and Conciliation Act 1996. The language of arbitration shall be English and the seat of arbitration shall be at the IIT Jammu Campus. Any legal dispute will be subject to jurisdiction of Jammu Courts and no other Court shall have the jurisdiction.
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Last Payment:

The last payment of the Agency will be cleared only after ascertaining clearance of any liabilities pending with the Agency.

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Details to be filled by the Agency applying for tender for Security Contract at IIT Delhi (each response/document must be given with proper reference in the following tender document)

1.	Name of the Agency (full address with Tel. No.)	
2.	Registration No. of the Agency/ Agency under State/Central Govt. under PSARA (Copy of Registration Certificate, please attached as Annexure-XIII)	Name of the Agency: _____ Registration No. _____
3.	(a) Current list of clients wherein security staffs of 70 or more per shift (8 hrs) is provided in one location/campus. (attached as Annexure-IX) (b) Experience of Working in Educational Institutes specially handling Student related activities viz Hostels, Students functions/ festivals (attached as Annexure-X)	
4.	Ability to provide minimum 15% Ex- servicemen and balance civilians' and 5% Female Guards. Please state clients where provided. (please attach as Annexure-XIV)	
5.	(a) ESI No. (b) EPF No. (c) GST No; (d) Income Tax No. (Please attach attested copies as Annexure-XV)	
6.	(a) Total Annual Turnover. (the agency should have an annual turnover of minimum Rs. 5 Crores (Rupees Five crores) for each of the last 3 years i.e 2014-15, 2015-2016 & 2016-2017. (Please attach copies of Balance Sheets duly certified by Chartered Accountant as Annexure-V) (b) Financial Status of Bidder and/or his Associates including annual report of past 3 years with ROC (Registrar of Companies) receipts duly authenticated by Chartered Accountant. (please attach as Annexure-XVI) (c) CTC of IT clearance of last three Assessment Years (please attach as Annexure-XVII) (d) Details of Bankers and a certificate from the Bank for providing bank guarantee of minimum value of Rs.10 lakhs (Rupees. Ten Lakhs) (please attach as Annexure-XVIII)	

	(e) Details of Insurance Cover i.e. type of Insurance Agency & Amount & Scope of Cover (Please attach copy of cover note as Annexure-XIX).		
7.	Experience in security business for atleast 10 years. (Please attach <i>details as Annexure-XX</i>) (Please attach certificates from clients)		
8.	(a) Details of infrastructure in terms of vehicles, electronic / non-electric gadgets, etc, available with the Agency.		
		Available with Agency	Available for IIT Delhi
	i. Scooters		
	ii. Motorcycles		
	iii. Wireless Sets		
	iv. Central Monitoring System		
	v. Guard Monitoring System		
	vi. Hand Held Metal Detectors		
	vii. Door Frame Metal Detectors		
	viii. Camera (Movie/Still)		
	(b) Basic Crowd Control Devices available with the Agency for ready use.		
	(c) CTC of Wireless license issued by Govt. of India or submit copy of agreement with the firm who is providing wireless sets to you.		
	(e) Details of Agency's Office/ Communication Equipments/ Gadgets and Security Equipments (viz. FAX, Telephones, Computers, CMS, GCS, Mobile phones etc)		
	(e) Details of Arms/Ammunitions held by the Agency or Nos. of Armed Guards on roll of the Agency. Also state details of clients where Armed Guards have been provided with copies of certificates from clients. (Attach details as Annexure-)		
	(f) Location of Centralized 24 hours Control Room.		
	(g) Experience in handling of: i. Access Control Systems ii. CCTVs and recorders iii. Computers iv. Communication and Wireless (Please fill in details as per Annexure-XXI). (Please attach certificates of clients)		
9.	(a) Details of ISO Certificate or any other certificates. (please attach copy of Certificates as Annexure-XXII)		

	(b) Membership of any Professional Security Association. (please attach copy of Certificates as Annexure-XXIII)	
10.	Location of Training facilities as per PSARA (attach copy of Training Manual, syllabus & Schedule including Refresher training as Annexure-XXIV)	
11.	Details of any tie-ups (please attach details as Annexure-XXV)	
12.	Any other information / document tenderer wishes to submit for consideration by IIT Jammu (please attach as Annexure-XXVI)	
<p><i>Note: If any information given in the technical bid is found false at any stage of assessment, the entire earnest money will be forfeited by IIT Jammu and the bid will be rejected. In such a case IIT Jammu reserves the right to black list such a tenderer.</i></p>		<p>Signature of the Contractor or his Authorized signatory with seal of the Agency</p>

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1	Currently be providing at least 20 trained security guards per shift of 8 hours at one location in a University/Academic Institute (excluding schools) in NCR	
2	The Agency should be able to provide at least 15% Ex-Servicemen and 5% Female Security Guards.	
3	The Agency should be having valid ESI, EPF, PAN & GST Nos	
4	The Agency should have an annual turnover of minimum Rs. 5 crores, (Rupees Five crores) at least for each of the last three years i.e 2014-15, 2015-2016 & 2016-2017	
5	The Agency should possess adequate <u>continuous experience of at least 5 years</u> of Guarding and handling Electronic/Non-electronic gadgets, viz., CCTV, Access Control and Basic Crowd Management Devices duly certified by the clients. The Agency should have basic infrastructure in terms of Vehicles, i.e., Motorcycles/ scooters, Cars/Jeeps or OMNI for Patrolling and electronic & non-electronic Gadgets.	
6	The Agency should be ISO certified and be a member of a Professional Security Association.	
7	The Agency should also have its own training School for training of their personnel deployed duly approved under PSARA 2005.	
8	The Agency should be PSARA 2005 registered.	
9	The Agency should be capable of providing Armed Guards and should have a centralized 24 hrs manned control room backed up with wireless communication and transport fleet & Quick Reaction Team (QRT) in Delhi/NCR.	
10	The Agency besides providing Security Services should be capable to monitor Traffic Safety, Parking & Trespassing.	
11	The Agency should be able to provide a Bank Guarantee of Rs. 50 lakhs (Rupees fifty lakhs only) during the currency of the contract which will be renewed from time to time as per further renewals of the contract, if any.	
12	The Agency will have to procure Contract Labour Licence form Labour Department, Govt. of NCT after being awarded the contract within 02 months.	
13	The Agency should be able to submit CTC of IT Clearance in respect of his/her agency for the last 03 years.	
14	The Agency should be willing to give an Insurance cover for the losses of goods, if any.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	

(Signature of the Tenderer)

Name:

Seal of the Company

ACCEPTANCE CERTIFICATE

I.....(Designation)..... of (Name of the Agency).....have read and understood and hereby accept the above mentioned Terms & Conditions (Para 1 to 28 along with all the Appendixes) for the Security Contract of IIT Jammu.

Signatures of Authorized Signatory

Agency Seal / Stamp

Date:

Place:

Counter Signatures of the Registrar IIT Jammu

<< Organization Letter Head >>

Total Annual Turnover Declaration sheet

We, _____ hereby certify that total Annual Turnover (the agency should have an annual turnover of minimum Rs. 5 Crores (Rupees Five crores) for each of the last 3 years i.e 2014-15, 2015-2016 & 2016-2017.

S. No.	Year	Annual Turnover (In Figure)	Annual Turnover (In words)
1	2014-15		
2	2015-16		
3	2016-17		

(Copies of Balance Sheet duly certified by chartered accountant enclosed with this certificate)

(Signature of the Tenderer)

Name:

Seal of the Company

Scope of Work

- 1. The Agency shall provide Security to the Institute as well as residents at the IIT Delhi Campus, by deploying fail-safe Security measures, providing early warning systems and mobilizing trouble shooting elements. The items or situations that have to be covered by security services of the Agency are enumerated with important but non-exhaustive list as below:-**

a)	Protection of property and personnel (faculty, staff, students, official visitors and residents) of the Institute against willful harm; the Institute meaning All Gates, Academic Areas, Activities Area, Hostels, Guest Houses, RCA areas, Play grounds, Residential Houses, Community Centers, Commercial Centers and Hospital, etc. all within the boundary of IIT Jammu Campus.
b)	Protection of cash and documents, static or in transit or due to burglary (where loss is due to entry after breaking and entry lock/door/window/grill).
c)	Regulate access control at gates, prevent mis-use of Institute's grounds and facilities by outsiders, neighbouring villages, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the Institute Campus; prevent vandalism, breaking of twigs/trees throwing of garbage/ littering and ensuring cleanliness. Ensure proper & timely reporting of violations to supervisors.
d)	Prevent loss that is on account of lapse in "access control measures" at Gates of the Institute.
e)	Undertake fire fighting operations with provided equipment.
f)	Regulate parking of vehicles in designated areas of the Institute and also regulate traffic movement at the entry/exit gates within the campus and ensure traffic rules are followed.
g)	Adhere to the Standard Operating Procedures (SOPs) given by the Director or his nominee which may be modified from time to time by the Director or his nominee.
h)	The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.
i)	The Agency should be able to provide extra security guards at 24 hours notice.
j)	The Agency should carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training during the period of the contract every 03 months. The Agency will also carry out training of Institute permanent security staff at their training establishment in consultation with the Institute.
k)	The Agency will also carry out regular Mock fire drills, Mock Security exercises and Mock Disaster Management exercises to train staff, students, faculty and residents at least once each semester.
l)	Prevent defacing/damage to Institute property, buildings, etc. (prevent Graffiti/ poster pasting etc.)
m)	Prevent entry of animals into the campus and chasing of dogs/monkeys from Academic Area and Hostels. Liaison with Police/ Fire/MCD and Civil Government Departments.
n)	Switch-off lights of sports fields when not in use and report leakage of water taps etc.
o)	Carry out any other job assigned by the Director or his nominee in interest of Security of Institute

Signatures of Authorized Signatory

Name:

Stamp:

ADDITIONAL SCOPE OF WORK

2. The additional scope of work will be as under:

a.	Protection of property and personnel of the Institute in transit when so specified.
b.	Provide extra security as and when required, viz., students' festivals, conferences, seminars, VVIP/VIP visits, social and religious functions, etc., inside the IIT Jammu Campus.
c.	Conduct security audits/surveys/investigations/consultancies as per requirements at no additional cost.
d.	The agency should be able to earmark one Jeep/Van equivalent and two motorcycles on 24X7 basis. The charges should be quoted separately.
e.	The agency should be able to provide wireless sets for the Institute as and when required. The charges for these should be quoted separately.

Signatures of Authorized Signatory

Name:

Stamp:

IIT DELHI

SECURITY CONTRACT EVALUATION SHEET

Name of the Bidder: _____

A. TECHNICAL: Total Marks: 70**1. Evaluation based on Presentation & Technical Records****(a) Experience : 30 Marks**

		3	2	1	0	
(i)	Campus Security					
(ii)	Event Security, Personal Security, VIP Security, Patrolling back-up support during threats					
(iii)	% age of Ex- Servicemen currently employed					
(iv)	Number of location with 20 Security Guards per shift at one place					
(v)	No. of years of experience over minimum of 5 years					
(vi)	No. of ISO & equivalent certification					
(vii)	Turn Over					
(viii)	Experience in Emergency responses such as Bomb, Threats, Thefts, Riots etc.					
(ix)	On Job Training Programme					
(x)	Refresher Training Programme					
Total Marks obtained						

(b) Infrastructure: 12 Marks

		3	2	1	0	
(i)	Communications such as mobile phones, fixed lines, fax, Wireless, Computers, E-mail, Scanners etc.					
(ii)	Transport such as patrolling vehicles, motor cycles, bomb threat vehicle, ambulances etc.					
(iii)	Security Systems (CCTV, Access controls, GCS)					
(iv)	Centralized Control Room DVRs, Voice logger etc					
Total Marks obtained						

2. TRACK RECORD: 20 Marks

		5	3	1	0	
FEED BACK FROM						
(i)	Top Management					
(ii)	Security Officer					
(iii)	Security Guards					
(iv)	Users/ Public					
Total Marks obtained						

3. PRESENTATION AND SECURITY PLAN AND STRATEGY: 08 Marks

	8	6	4	0	
Presentation, Security Plan & Strategy					
Total Marks obtained					

G/T	1a	1b	2	3	
Grand Total of 1a, 1b, 2 & 3					

B. FINANCIAL EVALUATIONS TOTAL: 30 Marks

	L1	L2	L3	L4	
	30	27	24	21	
Total Marks obtained					

	A	B	Grand Total
Grand Total A & B out of 100			

The contract will be awarded to the agency securing highest marks out of 100.

INDIAN INSTITUTE OF TECHNOLOGY , JAMMU
Jagti, NH-44, Nagrota, Jammu

FINANCIAL BID (A)
Tender document for providing Security Services at IIT, Jammu

1.	Name of the Agency (Full address with Tel. No.						
2.	Registration No. of the Agency under Delhi Administration or any other Organization viz DGR						
3.	Monthly Rates quoted per Guard/Supervisor for 8 hours duty each day	<u>SEC GUARD EX MAN</u>	<u>SEC GUARD CIVILIAN</u>	<u>SUPER-VISOR EX MAN</u>	<u>SUPER-VISOR CIVILIAN</u>	<u>GUN MAN</u>	<u>REMARKS</u>
(a)	Basic salary, including VDA*						
(b)	Relieving Charges (1/6 th of basic salary*)						
(c)	Total (a+b)						
(d)	E S I @ 4.75 % on Total						
(e)	EPF/EDLI/Adm. Charges (13.36% of basic)*						
(f)	Total (c+d+e)						
(g)	Service Charges of (f) @ _____						
(h)	Total (f+g)						
(i)	Uniform & Washing Allowance						
	Grand Total (In figures)(h+i)						
	(In Words)						
	Grand total in figure						
	Grand total in words						
4.	Approximate requirement of personnel, 30% Ex-Serviceman (Exsm) & 70% Civilians (Civ). Please fill up the table as per above rates quoted Sl. No.3						
		Exsm	Civ	In Figures Rs	In words Rs		
	Security Guards=42						
	Supervisors=6						
	Total Monthly cost						
	Total Yearly cost						
	Gunman-8						
5.	ESI No.						
6.	EPF No.						
7.	GST No.						
8.	Income Tax No.						
9.	PAN No.						

*Variable Dearness Allowance

Signature of the Contractor or
his authorized signatory with
Seal of the Agency

Dated:

INDIAN INSTITUTE OF TECHNOLOGY , JAMMU
Jagti, NH-44, Nagrota, Jammu

Rates to be provided by the Agency for additional Services (B)

S. No.	Particular	(In Rs.)	
1	Personal Security Officer (Armed) per month		
2	Valets per day		
3	Security Products (On Hire)/day		
a	CCTVs with Cameras:		
b	DVD Recorders:		
c	Handy cam:		
d	Door frame Metal detectors:		
e	Hand held Metal detectors:		
f	Under vehicle Scan Mirrors		
4	Additional Communication Equipment (On Hire)/day		
a	Cellular Phones:		
b	Wireless Sets:		
c	Voice recorders:		
d	Public Address System		
5	Charges for Vehicles with driver		
a	Jeep/van per Km		
b	Motorcycle/Scooter per km		
6	Gunman		
7	Bouncer		

Signature of the Contractor or his authorized signatory with
Seal of the Agency

Dated:

DETAILS OF STAFF DEPLOYED

Sl. No.	Name of the Client with address	Period from-to	No. of EXSM Suprs.	No. of Civilian Suprs	No. of EXSM Guards	No. of Civilian Guards	No. of Guards per Shift	Remarks

Signatures of Authorized Signatory**Name:****Stamp:**

DETAILS OF STAFF DEPLOYED

Sl. No.	Name of Educational Institute with Location	Since When	Total Area of Educational Institute	No. of Students	No. of Guards/ Shift	No. of Supervisor s /Shits

Signatures of Authorized Signatory**Name:****Stamp:**

DETAILS OF EQUIPMENT HANDLED/ INSTALLED

Sl. No.	Location/Client	Access Control devices	CC TVs with cameras	Computers	Communication /Wireless	Remarks

Signatures of Authorized Signatory

Name:

Stamp :

Registration No. of the Agency/ Agency under State/Central Govt. under PSARA (Please attached the Copy of Registration Certificate)

Signatures of Authorized Signatory

Name:

Stamp:

**Ability to provide minimum 15% Ex- servicemen and balance civilians' and 5% Female Guards.
Please state clients where provided.**

List of clients	Contact Person	Contact No.

Signatures of Authorized Signatory

Name:

Stamp:

ESI No., EPF No., GST No., Income Tax No. (Please attach attested copies)

Parameter	Details
ESI No.	
EPF No.	
GST No.	
Income Tax No.	

Signatures of Authorized Signatory

Name:

Stamp:

Financial Status of Bidder and/or his Associates including annual report of past 3 years with ROC (Registrar of Companies) receipts duly authenticated by Chartered Accountant.

Year	Amount

(Copies attached)

Signatures of Authorized Signatory

Name:

Stamp:

**CTC of IT clearance of last three Assessment
Years (Information is attached)**

Signatures of Authorized Signatory

Name:

Stamp:

Details of Bankers and a certificate from the Bank for providing bank guarantee of minimum value of Rs.10 lakhs (Rupees. Ten Lakhs)

Signatures of Authorized Signatory

Name:

Stamp:

Details of Insurance Cover i.e. type of Insurance Agency & Amount & Scope of Cover

Signatures of Authorized Signatory

Name:

Stamp:

Experience in security business for atleast 5 years. (Please attach certificates from clients)

List of clients	Period	Total Security Gurads Supplied

Signatures of Authorized Signatory

Name:

Stamp:

Experience in handling of:

- i. Access Control Systems
- ii. CCTVs and recorders
- iii. Computers
- iv. Communication and Wireless
(Please attached Certificates)

Signatures of Authorized Signatory

Name:

Stamp:

Details of ISO Certificate or any other certificates. (please attach copy of Certificates)

Signatures of Authorized Signatory

Name:

Stamp:

Membership of any Professional Security Association. (Please attach copy of Certificates)

Signatures of Authorized Signatory

Name:

Stamp:

Location of Training facilities as per PSARA (attach copy of Training Manual, syllabus & Schedule including Refresher training)

Signatures of Authorized Signatory
Name:
Stamp:

Annexure-XXVII

The Agency shall furnish details of any legal suit/legal action/ black listing, pending especially with regard to any violation in the PF Act, ESI Act, Labour Laws, and Income Tax etc. If there is no pending legal proceeding then an affidavit affirmed to this effect (Please attach information)

Signatures of Authorized Signatory

Name:

Stamp:

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **Two** Envelops as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Details filled by agency applying for tender as per Annexure - I	.PDF
2.		Compliance Sheet as per Annexure - II	.PDF
3.		Organization Declaration Sheet as per Annexure - III	.PDF
4.		Acceptance Certificate as per Annexure - IV	.PDF
5.		Total Annual Turnover Declaration sheet as per Annexure - V	.PDF
6.		Scope of Work as per Annexure - VI	.PDF
7.		Additional scope of work as per Annexure - VII	.PDF
8.		Security contract evaluation sheet as per Annexure – VIII	.PDF
9.		Details of staff deployed as per Annexure – X	.PDF
10.		Details of staff deployed as per Annexure – XI	.PDF
11.		Registration No. of the Agency/ Agency under State/Central Govt. under PSARA (Copy of Registration Certificate, please attached) as per Annexure - XIII	.PDF
12.		Ability to provide minimum 15% Ex- servicemen and balance civilians' and 5% Female Guards. Please state clients where provided as per Annexure - XIV	.PDF
13.		ESI No., EPF No., Service Tax No., Income Tax No. (Please attach attested copies) as per Annexure - XV	.PDF
14.		Financial Status of Bidder and/or his Associates including annual report of past 3 years with ROC (Registrar of Companies) receipts duly authenticated by Chartered Accountant as per Annexure - XVI	.PDF
15.		CTC of IT clearance of last three Assessment Years as per Annexure - XVII	.PDF
16.		Details of Bankers and a certificate from the Bank for providing bank guarantee of minimum value of Rs.50 lakhs (Rupees. Fifty Lakhs) as per Annexure - XVIII	.PDF
17.		Details of Insurance Cover i.e. type of Insurance Agency & Amount & Scope of Cover as per Annexure - XIX	.PDF
18.		Experience in security business for atleast 10 years. (Please attach certificates from clients) as per Annexure - XX	.PDF
19.		Experience in handling of : Access Control System, CCTVs and recorders, Computers and Communication and wireless as per Annexure - XXI	.PDF
20.		Details of ISO Certificate or any other certificates. (please attach copy of Certificates) as per Annexure - XXII	.PDF
21.		Membership of any Professional Security Association. (please attach copy of Certificates) as per Annexure - XXIII	.PDF
22.		Location of Training facilities as per PSARA (attach copy of Training Manual, syllabus & Schedule including Refresher training) as per Annexure - XXIV	.PDF
23.		Details of any tie-ups as per Annexure - XXV	.PDF
24.		Any other information / document tenderer wishes to submit for consideration by IIT Delhi as per Annexure - XXVI	.PDF
25.		The Agency shall furnish details of any legal suit/legal action/ black listing, pending especially with regard to any violation in the PF Act, ESI Act, Labour Laws, and Income Tax etc. If there is no pending legal proceeding then an affidavit affirmed to this effect as per Annexure-XXVII	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	File Types
1.	Financial Bid	Price bid should be submitted in PDF format as per Annexure – IX-A & IX-B	.PDF