



INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
Bodh Gaya – 824234, India

Tender No: IIMBG/2021-22/Security Services/10

Date: March 03, 2022

Limited Tender for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya (IIMBG), Bihar-824234.

Issued By
IIM Bodh Gaya (Bihar)
(e-publish mode only)

Website:
<http://www.iimbg.ac.in/tender-and-notice>
<https://www.eprocure.gov.in/epublish/app>

Tender Inviting Authority

Chief Administrative Officer
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar
Bodh Gaya-824234 (Bihar)

Phone: 0631-2200238
Email: cao@iimbg.ac.in

Indian Institute of Management Bodh Gaya, an autonomous body, under the Ministry of Human Resources Development, Government of India invites Limited Tenders for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya, Bihar-824234. Interested Agencies meeting the eligibility criteria as per tender document may submit their tenders for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya, Bihar-824234, complete in all respect at below address:

The Store & Purchase Officer,
Indian Institute of Management Bodh Gaya,
Uruvela, Prabandh Vihar,
Bodh Gaya-824234 (Bihar)
Email: spo@iimbg.ac.in , Mobile: 7033439192

*** For Clarification if any, please contact at 9412277493**

All corrigendum, addendum, amendments, time extensions, clarifications, etc. (if any) to the tender will be hosted on iimbg.ac.in website only. Bidders should regularly visit websites to keep themselves updated.

Critical Dates of Tender:

SN	Particulars	Date	Time
1.	Date and Time of Publication/Download of Tender	03/03/2022	08.00 pm
2.	Pre-Bid Meeting	05/03/2022	02:00 pm
3.	Bid Submission close date & time	10/03/2022	09.00 am
4.	Opening of Bids	10/03/2022	12.00 pm

1. About IIMBG

Indian Institute of Management Bodh Gaya (IIMBG) is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

Sub: Limited Tender for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya, Bihar-824234.

Security to be engaged should ONLY be DGR / ESM (Ex Service Men) under the aegis of Security Agencies sponsored by **Directorate General of Resettlement (DGR)**, Ministry of Defense, Govt. of India. Vide DGR Sponsorship Letter No. 4014/SA/IIM/10 Dec 2021/Bihar/7574/6188/6550/6845/Res Dated 10 Dec 2021.

Sealed bids are invited for deployment of Ex-Serviceman security personal at Indian Institute of Management Bodh Gaya for a period of One Year only. The General Conditions of Contract form part of the Tender specifications, **all pages of the tender documents shall be duly signed, stamped and submitted along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The tenderer is required to furnish all the details and other documents as required in the following pages.

IIMBG has following tentative requirements initially purely on a temporary basis:

Ser No	Description of Services Required to be Outsourced	Minimum Requirement
1.	Security Supervisor- 1	1
2.	Security Guard - 20	20
	Total	21

The Institute may increase or decrease the number of security personnel at the time of award of the contract.

2. **PRE-BID MEETING**

Pre-bid meeting will be held on 05-03-2022 at 1400 Hrs. in IIM Bodh Gaya to address the queries of the bidders regarding the tender, if any.

3. **SUBMISSION OF TENDERS**

The tenderers must submit their tenders as a **Single part bid** to Officer inviting tender as per instructions in the NIT.

Tenders submitted by post shall be sent by Courier/Speed Post/"REGISTERED POST ACKNOWLEDGEMENT DUE" and shall be posted with due allowance for any postal/courier delays. IIMBG takes no responsibility for delay, loss or non-receipt of tenders sent by post/courier. **The tenders received after the specified time of their submission are treated as 'Late Tenders' and shall not be considered under any circumstances.**

OR

Tender Document can also be electronically submitted in e-mail in the form pdf format protected by Password of bidder's choice by the day and Time of Submission of the tender as per this NIT. Password for **Opening of Bid** shall also be shared in e-mail by the day and Time of Submission of the tender as per this NIT.

All the Bidders are required to submit the following documents in a sealed cover super-scribing **TENDER REF NO: IIMBG/2021-22/Security Services/10 Dated 03.03.2022 for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya, Bihar-824234.**

- I. A statement giving particulars duly supported by documentary evidence of satisfactory performance of services rendered/being rendered for works of similar nature by the Bidder in reputed Government/PSU/Leading Private Sectors.
- II. All the documents as per SECTION-2 and SECTION-3 of this tender.
- III. Duly filled-in NIT annexures, formats etc. and credentials of the bidder as required.
- IV. Duly filled in Price Schedule as per SECTION-3

4. RATES & VALIDITY:

4.1. The Vendor must quote Service charge for carrying out the contract (in percentage) and the Wages/ Rates (In Rupees), as per the Price Bid – Section- 3.

The rates should be quoted by taking into consideration of PF Contribution, ESI Contribution, Bonus Payment, Future revision of Minimum wages and other components like reliever charges/uniform cost including shoe etc. The rate will be valid for 2 Years from the date of execution/LOI/Work Order Date. Rate shall be as per DGR Rate.

4.2. The rate quoted is inclusive of all expenses towards conducting field inspection/s by the field officer of the Vendor/ Vendor.

4.3. Also provides for expenses towards providing and upkeep of uniform in lien with the DGR Minimum Wages Notifications Security uniform comprises of:

S. no.	Description	Quantity & frequency of supply
1	Summer uniform: Shirt, Trousers (Salwar Suit or Saree – for Lady) Shoe, Socks, Belt, Whistles, Cap & line yard	2 sets per person, for One year (Total 4 Sets during entire contract)
2	Winter uniform	1 set per person, every year
3	Raincoat/ Umbrella	1 set per person, every year

Further, the Vendor shall provide one pair of Gum Boots to security personnel for use during Rainy season or other specific situations. The Vendor shall also provide 6 nos. of Lathi during the contract period. No separate reimbursement shall be admissible for the items mentioned under clause no.3.3

4.4. The rates quoted should be valid for 90 days initially from the date of opening of the Bid. The rates of successful Vendor should be valid for Two years from the date of commencement of the contract.

4.5. For the purpose of determination of Successful bidder, the lowest rate of Service Charge quoted in the Price Bid will be considered; and will be governed by DGR regulations. If two or more bidders quote the same lowest rate, then the senior most among the lowest bidders as per the DGR Sponsorship Letter 4014/SA/IIM/10 Dec 2021/Bihar/7574/6188/6550/6845/Res Dated 10 Dec 2021 will be declared as the successful bidder.

4.6. Discrepancy in quoted price shall be dealt as below:

(i) If, in the price structure quoted for the required services/works, there is discrepancy between the unit price and the total, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the authorized personnel of IIMBG there is an obvious misplacement of

decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.

(ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected: AND

(iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

5. Essential Criteria (Mandatory)

- 5.1. The Vendor should have understood and accepted the scope of the work
- 5.2. The Vendor should have understood and accepted IIMBG's Payment Terms, i.e. month-wise payment, after permissible deductions, within 45 days from the date of satisfactory receipt of the bill along with all the supporting documents in normal conditions.
- 5.3. The Vendor should have a valid DGR Empanelment Certificate for the establishment with **validity covering the entire contract period, wherever applicable.** Copy of the same should be enclosed along with the bid.
- 5.4. The Vendor as an Independent Employer / Establishment should have ESI and PF registration, wherever applicable, and should possess ESI and PF code numbers for his Agency.
 - 5.4.1 In case a Vendor does not possess ESI and PF Registration at the time of submitting the bid, he shall obtain the ESI and PF registration, wherever applicable, in the event of awarding the contract.
 - 5.4.2 The payment of ESI and PF contributions in respect of all the security personnel deployed by him as per the extant rules, will be the sole responsibility of the Vendor.
- 5.5. The successful Vendor shall apply and obtain license under Contract Labor (R&A) Act, 1970, and comply with the extant provisions of the Act in respect of the labor employed by him for executing this contract.

The Bidder shall go through all the Annexure, furnish copy of supporting documents as per SECTION-2 and quote as per price bid (SECTION-3)

SECURITY DEPOSIT:

Upon acceptance of the tender, the successful bidder within the time and amount specified in the

Letter of Intent/Work Order must deposit Security Money with IIMBG. The total amount of Security Deposit will be 3% of the contract value. Security Deposit shall be released to the Contractor upon fulfilment of contractual Obligations as per terms of the contract and upon submission of No claim/No Demand certificate as prescribed and approved by IIMBG.
The Security Deposit shall not carry any interest.

Duly filled-Essential Criteria and Price Schedule

The aforesaid cover in sealed condition shall be super-scribed with (i) Details of enclosed cover and (ii) Name of the job, tender document no. & due date of submission.

Tenders shall be opened by the “Tender Evaluation Committee” of IIMBG at IIMBG at the time and date as specified in this NIT, in the presence of such of those tenderers or their authorized representatives who wish to be present.

In case of omission in quoting any rate for one or more items, the evaluation shall be done considering the highest quoted rate obtained against the respective items by other tenderers for the subject tender.

A) Before submission of Offer, the tenderers are advised to inspect the site of work and the environments and be well acquainted with the actual working and other prevalent conditions, facilities available etc. No claim will be entertained later, on the grounds of lack of knowledge of any of these conditions.

1. Sealed Offers in the format attached should reach IIMBG
2. Offers will be opened at IIMBG on receipt.
3. The offer shall be valid for 90 days from the date of opening of bid.
4. The rate quoted shall be exclusive of GST. Bidder to clearly bring out the GST component in the rate schedule separately.
5. The tender is likely to be finalized in a very short time.
6. The bidder is advised to visit the site to familiarize themselves with the site conditions.
7. Payment for services will be on monthly basis based on certification of site I/C along with bills as applicable.
8. Advance payment / interim payment will not be made to the contractor. Enquiry comprising of following documents are issued herewith.
9. Your offer & documents submitted with the offer shall be signed and stamped in each page by your authorized representative. No overwriting / correction in tender documents by bidders shall be allowed. However, if correction is unavoidable, the same may be signed by authorized signatory.

On award of the contract, the Vendor shall produce the following ORIGINAL Documents to the authorized representative of IIMBG for verification:

- (i) DGR Sponsorship Letter
- (ii) DGR Empanelment Certificate (with Photograph & Signature of Proprietor)
- (iii) PSARA License for the State of operation of the security agency.

B) All documents / annexure submitted with the offer shall be properly annexed and placed in respective places of the offer as per enclosure list mentioned in the covering letter. IIM Bodh Gaya shall not be responsible for any missing documents.

1. No Deviation with respect to tender clauses and no additional clauses/ suggestions / clarification in the bid shall normally be considered by IIMBG. Bidders are requested to positively comply with the same. Offers with deviation are liable for rejection.
2. IIMBG reserves the right to accept or reject any or all offer without assigning any reasons thereof. IIMBG also reserves the right to cancel the tender wholly or partly without assigning any reason thereof. Also IIMBG shall not entertain any correspondence from bidders in this matter.
3. You may consult this office before submitting your offer, for any clarifications regarding scope of work, facilities available at sites or on terms and conditions. No additional claim shall be entertained by IIMBG in future, on account of non- acquaintance of above.
4. In the event of any conflict between requirement of this specification/ documents etc. or requirements of different codes/standards specified, the same to be brought to the knowledge of IIMBG by you in writing for clarification before due date, otherwise, more stringent requirement as may be interpreted by IIMBG shall prevail and shall be binding on you. Any typing error/missing pages / other clerical errors in the tender documents, noticed by you must be pointed out before submission of offer, or else, IIMBG'S interpretation shall prevail & binding on you.
5. Tender document containing above mentioned volumes shall be signed & stamped in all pages including this covering letter. Price bid shall be furnished in the format enclosed with the tender. Any additional copy, if required, may be taken by photo-copying from the tender document given.
6. The bidder may depute their authorized representative during the opening of this tender as per schedule.
7. IIMBG has the rights to conduct Reverse auction.

The bidder may have to produce original document for verification if so decided by IIMBG.

Details of Tender Document to be submitted:

Sealed cover (Super scribing NIT number, Name of work, Date of submission of tender, time of submission of tender and from address.)

Section 1: General terms

Section 2: Scope of work, terms and conditions and Essential

criteria
Section 3: Price Bid Format

IIMBG reserves the right to cancel or reject the offer either partly or in full without assigning any reasons thereof.

Thanking you,

Yours Faithfully,

For & On behalf of IIMBG.,

Enclosures:

1. Format for No-deviation certificate.
2. Bank EFT details
3. Undertaking for deduction on account of loss of material due to theft or pilferage on contractor's letterhead
4. Tender document as per above details.

PAYMENT

Billing & Payment:

- (i) Vendor will be eligible for Revision of wages in lien with DGR Guidelines as issued from time to time
- (ii) The bill for every month shall be prepared by the Vendor considering DGR minimum wages, admissible allowances, statutory contributions etc. as stipulated by DGR in its Notice of Minimum Wages issued from time to time, on the basis of the actual deployment.
- (iii) Bills are to be submitted by the Vendor along with all the supporting documents including proof of wage payment for certification
- (iv) Payment shall be made to Vendor within 30 days from the date of satisfactory receipt of the bill along with all the supporting documents – only through Electronic mode (Electronic Fund Transfer).
- (v) Bills/ Invoice submitted by Vendor must be submitted along with following documents:
 - a. Invoice/ Bill : 2 Originals
 - b. Attendance Register : 2 photo copies
 - c. Wage register page : 2 photo copies
 - d. PF Challan : 2 photo copies
 - e. PF ECR : 2 photo copies
 - f. Comprehensive Insurance : 2 photocopies
 - g. Annual/Half Yearly Return : 2 photo copies. (Whenever due)

Any other document(s) as may be sought by IIMBG.

Penalty & Indemnity Clause

- During the checks conducted by the authorized personnel of IIMBG, if any Security personnel is found sleeping while on duty or absent from duty post or in bad turnout, an amount of Rs.300/- per security personnel per shift will be deducted from the running bill of the Vendor as penalty. Further, if any security personnel is found to be under the influence of alcohol, or misbehaving / unruly while on duty, an amount of Rs.600/- per security personnel per shift will be deducted from Vendor's bill as penalty. The persons so found guilty shall have to be removed/replaced as per the instruction of the IIMBG Management.
- If the Vendor fails to produce a proof of having taken a valid insurance to ensure employees' compensation and accidental cover in respect of his security personnel, who are not covered under ESI Act, if any, half percent (0.5%) of the monthly bill amount shall be deducted from every monthly bill for the corresponding period.
- In the event of the Vendor committing a default or breach of any of the provisions of the aforesaid Vendor's Labor Regulations, as amended from time to time or furnishing any information or submitting or filling any form/Register/Slip under the provisions of these Regulations which is materially incorrect, then on the report of the Inspecting Officers as defined in the Vendors Labor Regulations, the Vendor shall without prejudice to any other liability pay to the IIMBG a sum not exceeding Rs.500/- as liquidated damages for every default or breach or for furnishing, making, submitting, filling materially incorrect statement, as may be fixed by the identified IIMBG personnel and in the event of the Vendor's default continuing in this respect, the liquidated damages may be enhanced to Rs.500/- per day for each day of default, subject to a maximum percent as decided by IIMBG of the estimated cost of works put to tender. The Vendor shall defend any case by himself, if any action is brought in by such Government Agencies for non-compliance of any Labor Regulations and/or reimburse the expenses incurred by IIMBG in this regard.

- If there is any stoppage or deficiency of service in any area referred under scope of the contract, the Vendor shall be liable for payment of penalty equivalent to the monetary value of the loss suffered by IIMBG, wherever applicable.
- The Vendor should indemnify IIMBG against all losses / penal actions due to non-compliance of extant statutes in execution of this contract or from any previous or running contracts undertaken by him.
- The Vendor will be solely responsible for any accidents and/ or compensation payable to the personnel engaged by him under this Contract. He shall provide relief as per the requirement and shall keep IIMBG fully indemnified against any claims in this regard

Risk clause

IIMBG shall be at liberty to terminate the contract by giving **one** calendar months' notice in writing to the Vendor without assigning any reason whatsoever.

1. If the management of IIMBG engages any other Vendor or itself complete any part or whole of the work under this contract for any period due to failure of the Vendor to engage adequate number of security personnel or to perform the job contracted, the Vendor shall reimburse IIMBG the extra cost involved on this account. The extra cost of engaging such Vendor/ or security personnel by IIMBG will be computed taking all relevant factors into consideration including wages for security personnel at the rate as per DGR Minimum Wages or Minimum Wages notified by IIMBG, statutory contributions, service charge etc. for recovery from the Vendor.
2. Without prejudice to any rights or remedies hereunder, if the Vendor dies, becomes insolvent or is wound up, IIMBG shall have the right to terminate this contract forthwith without any liability whatsoever. As regards unsatisfactory performance or non-compliance with any of the terms & conditions of the contract by the Vendor, the management of IIMBG shall have the right to terminate the contract forthwith without notice & rearrange the balance work through other agencies at the risk & cost of the Vendor. Under such circumstances, the security deposit paid by the Vendor shall stand forfeited. The decision of IIMBG about the failure on the part of the Vendor shall be final and binding in this regard.
3. If any action is brought in by PF/ESI authorities on IIMBG for the PF/ESI amount due, short remittances, non-remittances etc. in respect of the Security personnel engaged for the work, the Vendor shall defend the case on behalf of IIMBG and/or reimburse the expenses which may be so incurred by IIMBG.
4. In case, the Vendor fails to make payment of wages to his security personnel or fails to remit statutory contribution / applicable taxes to the concerned authorities & a claim is made against IIMBG for whatsoever reason, the security deposit/other dues/running bills under the contract can be utilized by IIMBG to discharge the liability of the Vendor.
5. The liability for any compensation on account of injury sustained by the security personnel of the Vendor will be exclusively that of the Vendor, and there should not be any liability on this account to IIMBG.
6. The Vendor shall not transfer or sublet the work to anyone without the prior written approval of IIMBG.
7. The Vendor shall be personally responsible for any negligence in the services provided by him or for any loss or damages caused or occasioned himself, his agents or his security personnel in respect of property of the company and shall make good the loss forthwith.
8. The Vendor shall be liable to pay all and any sum or sums that may become payable as contribution, compensation, penalty, fine or otherwise, under the provisions of law wherever applicable to in respect of the work awarded or on behalf of any workmen employed

by the Vendor as may be demanded by any authority empowered under any of the relevant Acts / Rules. Any cost incurred by the Management of IIMBG in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the Vendor, his workmen, servant and any money which may become payable to the management of IIMBG as aforesaid shall be deducted by the management of IIMBG from any money due or accruing to the Vendor.

9. IIMBG shall have the right to withhold the payments or make recoveries from claims due to the Vendor under the terms and conditions of this contract, against any loss or damage caused or occasioned in respect of the properties of the Company or any payments necessitated due to infringement of any statutory obligations by the Vendor.
10. Whenever any sum of money is recoverable from or payable by the Vendor under this contract, the same shall be paid by the Vendor on demand. Such amount may also be deducted from any sum then due or from any sum which at any time thereafter becomes due to the Vendor under this contract or from his security deposit in respect of this work or in respect of any other work.

For any legal issues concerning the contract, GAYA courts alone shall have the jurisdiction.

Arbitration & Conciliation:

The parties shall attempt to settle any disputes or difference arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the parties; or, in relation to interpretation of any provision of the Contract; or, in any manner touching upon the Contract, or in connection with this contract through friendly discussions. In case no amicable settlement can be reached between the parties through such discussions, in respect of any dispute; then, either Party may, by a notice in writing to the other Party refer such dispute or difference to the sole arbitration of an arbitrator appointed by Head of the IIMBG.

Such Sole Arbitrator appointed, shall conduct the arbitration in English language. The Arbitrator shall pass a reasoned award and the award of the Arbitration shall be final and binding upon the Parties.

Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder and for the time being in force shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be Gaya.

The cost of arbitration shall be borne as decided by the Arbitrator upon him entering the reference.

Subject to the Arbitration Clause as above, the Courts at Bangalore alone shall have exclusive jurisdiction over any matter arising out of or in connection with this Contract.

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the parties shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and efficiency in a professional manner except where the Contract has been terminated by either Party in terms of this Contract.

FORMAT FOR NO DEVIATION CERTIFICATE

(To be submitted in the bidder's letter head)

To
INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uravela, Prabandh Vihar, Bodh Gaya - 824234.

SUB: NO DEVIATION CERTIFICATE FOR HIRING OF ROUND-THE-CLOCK DGR SECURITY SERVICES AT INDIAN INSTITUTE OF MANAGEMENT BODH GAYA, BIHAR-824234.

Ref: Tender No. IIMBG/2021-22/Security Services/10 Dated 03.03.2022

Dear Sirs,

With reference to above, this is to confirm that as per tender conditions, we have noted the job content. We also confirm that we have not changed/modified the tender documents and in case of observance at any stage, our offer shall be treated as null and void.

We hereby confirm that we have not taken any deviation from tender clauses together with other references as enumerated in the above referred NIT and we hereby convey our unqualified acceptance to all terms and conditions as stipulated in the tender and NIT.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null & void.

We confirm to have submitted offer strictly in accordance with tender instructions. Thanking you,

Yours faithfully

(Signature, date & seal of authorized Representative of the contractor)

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /
 The Chief Administrative Officer
 Indian Institute of Management Bodhgaya

Sub: Authorization for release of payment / dues from Indian Institute of Management Bodhgaya through Electronic Fund Transfer/RTGS/ other cashless facilities.

1. Name of the Firm/Company:

2. Address of the Party:

City _____

Pin Code _____

E-Mail ID _____

Mob No: _____ Permanent Account Number _____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Bodhgaya responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS/other cashless facilities.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

NB: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

SECTION 1 GENERAL TERMS

Bids submitted by the tenderer will be opened along with price bid and based on documentary evidences submitted along with the offer and Overall experience as applicable in DGR, Lowest bidder will be decided on overall cost as quoted in SECTION-3 Price Bid which shall be based on DGR Rates.

VALIDITY OF OFFER

The rates in the Tender shall be kept open for acceptance for a minimum period of 90 days from latest due date of offer submission (including extension, if any). In case IIMBG calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the tenderers.

COMMENCEMENT OF WORK

The contractor shall commence the work within one week of issue of Letter of Intent from IIMBG and shall proceed with the same with due expedition without delay.

If the contractor fails to start the work within stipulated time as intimated by IIMBG, then IIMBG at its sole discretion will have the right to cancel the contract.

Payment term: Payment will be made from IIMBG within 30 days from the date of receipt of bills and statutory documents and certified by IIMBG representatives.

Payment can be released by EFT (Electronic Fund Transfer). Acceptance for this arrangement to be indicated by the contractor in his offer.

Income tax as applicable shall be deducted while releasing the payment. TDS certificate for the year will be issued in the next financial year. For this purpose contractor shall furnish photo copy of PAN card issued by Income Tax Department.

1. You are required to comply with the provision of the EPF and Minimum Wages Act in so far as they relate to the contract.
2. You are required to submit, Electronic Fund Transfer Form duly signed & sealed by banker along with cancelled cheque copy, Labor license of the workmen engaged valid for contract period.
3. Invoice submitted should be in the format as specified under GST laws viz. All details as mentioned in Invoice Rules like GSTIN registration number, invoice number, quantity, rate, value, taxes with nomenclature – CGST, SGST, IGST mentioned separately, HSN Code / SAC Code etc. In the absence of details, it is not treated as valid invoice & credit cannot be availed.
4. Payment of GST to vendors as applicable will be made only if it is matching with data uploaded by Vendors since credit availing is linked to uploading of returns.
5. Vendors to give undertaking that GST as mentioned in the Invoice has been paid either through cash or admissible input credit and also filed the returns. Credit can be availed only if tax is paid by Contractor.
6. For invoices paid on Reverse charge basis – “Tax amount” & that it is “payable on reverse charge basis to be mentioned on the invoice as per GST laws.

Sub Contract: The contractor shall not sublet any portion of the contract without written permission of IIMBG's representative.

Arbitration: Except if otherwise provided for in the contract all questions and disputes relating to the specification, instructions, orders of the execution or failure to execute the same whether arising during the tenure of contract or on completion shall be referred to the sole arbitration of Director, IIMBG.

Validity: The offer submitted by the contractor shall remain valid for acceptance for a period of 90 days from the date set for opening of tender. The contract shall be valid initially for a period of one year from the date of award which can be extended further on same terms and conditions based on site requirement AND AS PER PREVAILING DGR GUIDELINES. The contract may be terminated by IIMBG by giving a notice of 30 (THIRTY) days' notice and no compensation shall be paid for remaining period of the contract period.

Scope of work and acceptance of terms and conditions: The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by IIMBG, which are based on the lack of such clear information or its effect on the cost of the works to the contractor.

Submission of offer by the contractor implies that he has read all the tender conditions and has made himself aware of

- the scope of work
- Specification of the work to be done
- Local conditions
- Other factors bearing on the execution of work.

SECTION 2

The contractor will be required to provide as per following Scope of work and terms & conditions:

Scope of work:

1. The contractor will have to take all measures for providing services at the premises of IIMBG as directed by site administration round the clock as above including all property within its premises for which personnel engaged on duty will have to remain extremely vigilant and alert. In case of loss of any item by theft or pilferage, contractor would have to take necessary action and comply with the formalities required under the Law and lodge FIR with the Police. The personnel of the contractor performing duty shall be responsible for safe guarding items entrusted to them.
2. The contractor shall contact local police/administration, if required.
3. The contractor's employees engaged on duty shall be responsible for searching the person and their belongings/materials on a random basis as well as in suspicious cases both during entry and exit and inform the designated Officer in case the person is found to be unauthorized carrying any property of the Company.
4. The contractor shall man all entry points, regulate and check the flow of men/ material and ensure that every entry/exit is as per the valid documents and a record of the same be maintained regularly.
5. Contractor's employees on duty shall patrol and check movement of man and materials during day and night and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace and disorderliness etc. take place in the area.
6. Contractor's employees on duty shall keep a record of entry and exit of all visitors and vehicle and carry out search of both while entry and exit.
7. Contractor shall maintain liaison with Police/Fire/Civil Authorities and Red Cross Authorities if applicable.
8. Contractor's employees on duty shall maintain proper records/documents as per requirement of the company in connection with above services. Such records/documents would be in the entry/exit register of men and material, records of intimations given to designated officers with regard to aforesaid incidents.
9. Contractor's employees on duty shall ensure that lights/fans are not in use beyond office hours and are switched off and water taps are turned off.
10. Contractor's employees on duty shall watch habitual offenders and mischief makers and inform the designated officer of IIMBG if anything unusual is noticed.
11. Contractor's employees on duty shall provide protection in case of assault/apprehension of assault to any employee of IIMBG.
12. Contractor's employees on duty shall seize goods suspected to be stolen and hand them over the designated officer of IIMBG without delay.
13. Contractor's employees on duty shall bring to the notice of designated officer of IIMBG any untoward occurrence/incidents in the Company premises.
14. It will be open to IIMBG to ask for replacement of any or all of contractor's employees if he/they will not fully meet IIMBG's contract requirement. Alternatively, the contractor may withdraw their employees for administrative reasons but they should be suitably replaced. If the employee/(s) on duty are in-disciplined or sleeping during duty hours he/they will be suspended/replaced by the contractor immediately.
15. The contractor will also comply with all other statutory provisions as applicable, including any applicable Act and relevant rules framed there under.
16. The contractor shall pay wages to his workmen at the rates as applicable to security

services under DGR rates for various categories deployed. Worker is also eligible for other entitlements as per DGR.

17. The rates of wages should be quoted as per prevailing DGR Rate; lump sum inclusive of ESI, PF, gratuity, bonus, allowances etc. Exact amount of wages remitted to ESI & PF authorities in respect of workmen engaged for the above & the details of amounts remitted towards their PF & ESI for each month to be enclosed.
18. The contractor shall comply with the provisions of the payment of wages Act 1936, minimum wages Act 1948, and other statutory law relating thereto and made there under from time to time.
19. The contractor shall comply with the provisions of the, the payment of the wages Act 1936, Factories Act, Minimum wages Act 1948, Employment of children Act 1938, Employers liability Act 1938, Industrial Disputes Act 1947, & other Acts Central or States, that may be applicable to him. He shall be liable to pay all such sum, or sums that may become payable as contribution, compensation, penalty, fine or otherwise, which the provision of the said acts, to or on behalf of any workmen employed by the contractor by an authority empowered under the relevant Act. Any cost incurred by the Management of IIMBG in connection with any claim or proceedings under the said Acts or in respect of loss, injury or improper performance of this contract by the contractor, is workmen, servant and any money which may become payable to the management of IIMBG as aforesaid shall be deemed to be deducted by the management of IIMBG from any money due or accruing to the contractor by the management of IIMBG or may be recovered by the management of IIMBG from the contractor in the other manner.
20. The contractor should take independent code numbers under EPF Act 1952 and ESI Act 1948 and shall cover his workmen under the employee provident fund
21. Schemes and Employees state insurance Act 1948 & show proof of payment of subscriptions/contributions to the concerned authorities. Both in respect of ESI/EPF the contractor shall obtain necessary declaration forms from his employees & obtain individual insurance and PF number & shall furnish to the company necessary proofs for having made remittance of ESI & PF contributions in respect of all contract laborers engaged by him if applicable.
22. As regards Employees State Insurance Act, the contractor shall submit Photostat copies of the challans of remittance of the contributions (both the employee contributions and his own contribution there on) to the ESI corporation in respect of the employees engaged in IIMBG by him for this work for the relevant period before any payment is released by IIMBG if applicable
23. The IIMBG General Conditions of contract shall also apply to this work except to the extent modified in these conditions. IIMBG General Conditions of Contract is enclosed with this NIT. The contractor shall scrutinize the same and acquaint himself with provisions thereof to the satisfaction.

UNIFORM

The contractor should ensure that his staff are always dressed in clean and tidy uniforms while on duty for the said services. The contractor shall have to provide two sets of uniform including shoes at least once in two years to their manpower at their own cost. The contractor shall have to provide one Jersey or Pull Over at least once in two years for winter season to their manpower.

GENERAL

The contractor shall have to train all the manpower engaged by him in operating all firefighting equipment located in the office complex.

Necessary deduction of Tax at source as per rules will be made from the contractor's bill and a certificate will be issued to this effect.

The contractor shall be responsible for resolving all disputes between their employees and themselves and shall ensure proper performance of duty by their manpower.

The contractor shall take appropriate Insurance coverage for the requisite amount in respect of manpower and Supervisor, as applicable. Insurance Cover shall be obtained by the contractor at his own cost within a fortnight from the commencement of the contract and copy of Insurance cover shall be sent to the IIMBG immediately.

The liability of any compensation for injury to personnel or others arising as a result of duties by their manpower shall be that of the contractor.

It is reiterated that there is no employer-employee relationship either with the contractor or with contractor's employees or with the contractor's organization. This is a contract and IIMBG have no connection directly or indirectly or even remotely with contractor employees or with contractor's organization. This is only a business transaction.

Security personnel should be in uniform and with adequate facilities for night duty with necessary torch, flash light etc. Suitable lighting arrangement for night lighting for the yard and near the site office area may be considered in the overall quote. Any theft or missing of material after unloading at site is the sole responsibility of the contractor throughout the contract period.

Essential Criteria

A] Important Note:

1. Please read 'Terms & Conditions of Tendering' and 'Terms & Conditions of Contract' before filling up this form.
2. Please attach documentary evidences of Certificates etc. wherever asked for.
3. Please fill up the format in all respects and each page must be duly attested/ signed.
4. Please attach additional/ separate sheet/s wherever needed.
5. Essential Criteria and Price Bid (Pages 22-24 of Tender Document) to be filled and submitted as detailed here under.

B] General Information

1.	Scope of the Contract/ Work	Limited Tender for Hiring of Round-the-clock DGR Security Services at Indian Institute of Management Bodh Gaya, Bihar-824234.
2.	Name of the Security Agency	
3.	Name/s of the Proprietor/s Managing Partner/s Director/s	
4.	Address of Office of Agency with Name of Contact person, Mobile & Landline Telephone Nos. and email id.	
5.	Residence address of Proprietor / Managing Partner(s) / Director(s) with Mobile & Telephone Nos.	
6	Years of experience in running DGR Security Services	
7.	Whether the Security Agency is empaneled under DGR (Copy of Empanelment Certificate to be enclosed)	Yes/ No Enclosed / Not enclosed
8.	Whether the Vendor possesses registration for applicable taxes (If yes, Please enclose a copy of reg..certificate)	Yes / No Enclosed / Not enclosed GST Registration No:
9.	Whether the Vendor possesses PSARA license for the State of operation of the Security Agency (If yes, please enclose a copy of License)	Yes / No Enclosed / Not enclosed PSARA license No.: License validity:
10	Whether the Vendor possesses PAN No. (If yes, please enclose a copy of PAN card)	Yes / No Enclosed / Not enclosed PAN No.:

Experience Details			
	Name of the Client Organization	Value of the Contract & no. of security personnel deployed	Period of contract
11			

2. Essential Criteria For Acceptance of Bid

S. No.	Particulars	Details
1.	Details of DGR Empanelment certificate	DGR Service No: Date of Issue of Certificate: Validity of Certificate: From To Certificate: Enclosed / Not enclosed
2.	Whether the Vendor has PF registration for the Security Agency? (Please enclose copy of PF Reg. Certificate)	Yes / No Enclosed / Not enclosed PF Reg. No.:
3.	Whether the Vendor has ESI registration for the Security Agency? (Please enclose copy of ESI Reg. Certificate)	Yes / No Enclosed / Not enclosed ESI Reg. No.:
4	Whether the Vendor possesses PSARA license for the State of operation of the Security Agency (If yes, please enclose a copy of License)	Yes / No Enclosed / Not enclosed PSARA license No.: License validity:

Note: In case a Vendor does not possess ESI and PF registration at the time of submitting the bid, he shall obtain the ESI and PF registration, wherever applicable, in the event of awarding the contract.

Bidding is competitive and purely based on service charge quoted by the bidders. All the other Wages such as Basic and EPF Data etc shall be governed by prevailing DGR Rates.

Declaration:

I/ We hereby declare that I/ We have not been banned and de-listed by any Government. Department / Financial Institution / Court.

I/ we have no dues to ESI or PF from any previous or running contracts. I further declare that the information provided above is true.

I / we understand that if the above information found incorrect, the bid will be rejected at the discretion of IIMBG.

SECTION-3 PRICE BID

1. Please read 'Terms & Conditions of Tendering' and 'Terms & Conditions of Contract' before filling up this form.
2. Please attach documentary evidences of Certificates etc. wherever asked for.
3. Please fill up the format in all respects and each page must be duly attested/ signed.
4. Please attach additional/ separate sheet/s wherever needed.

DESCRIPTION	Security Guard without Armed (rate per day) In Rs	Security Guard Supervisor without Armed (rate per day) In Rs
Basic Wages (BW) plus Variable Dearness Allowance (VDA)		
Employees State Insurance (ESI) / Medical Allowance/Workmen Compensation Insurance @3.25% of Basic plus VDA		
Employees Provident Fund (EPF) @12% of Basic plus VDA		
Employees Deposit Linked Insurance (EDLI) @ 0.5% of Basic plus VDA		
Administrative Charges @0.5% of Basic plus VDA		
House Rent Allowance (HRA) @ 8% of Basic plus VDA/ Rs 1800 whichever is higher.		
ESI on HRA @ 3.25% of HRA		
Bonus@ 8.33% of Basic + VDA per month *		
Uniform Outfit Allowance @ 5% of Basic plus VDA		
Uniform Washing Allowance @ 3% of Basic plus VDA		
Total Sum of (a) to (j)		
Relieving Charges 1/6 th of total of serial (k)		
Total cost per day : Sum of (k) & (l)		
Service Charge @%		
Sum Total : Sum of (m) and (n)		
Applicable GST..... % of sum total at Serial number (o)		
Total cost per head per day (Exclusive of GST) (m+n)		
Total cost per head per day: sum of (o) and (p)(Inclusive of GST)		
Total cost per head per month (Exclusive of GST) (m+n)		
Total cost per head per Month: sum of (o) and (p)(Inclusive of GST)		

Total cost (In Words) (Exclusive of GST):