



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

TENDER DOCUMENT

FOR

Providing round the clock contractual security services to the campus of

INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

NIT NO	:	IITJ/TEN/SECURITY/2015-2016/1	
NIT ISSUE DATE AND TIME	:	19 Aug 2015 (Wednesday)	(1100 hrs)
PRE BID MEETING	:	03 Sep 2015 (Thursday)	(1100 hrs)
LAST DATE FOR SUBMISSION OF BIDS:		16 Sep 2015 (Wednesday)	(1500 hrs)
OPENING OF TECHNICAL BIDS	:	16 Sep 2015 (Wednesday)	(1600 hrs)
OPENING OF FINANCIAL BIDS	:	Date later	

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INVITATION FOR TECHNICAL AND FINANCIAL BIDS FROM SECURITY AND INTELLIGENCE AGENCIES FOR PROVIDING ROUND THE CLOCK CONTRACTUAL SECURITY SERVICE TO IIT JODHPUR

1. The Director, IIT Jodhpur on behalf of Board of Governors, hereby invites bids from reputed **Security and Intelligence Agencies** with nationwide presence, for providing contractual security and ancillary services round the clock for the campus hostel and upcoming new campus at Karwar, of Indian Institute of Technology Jodhpur (hereinafter referred to as the Institute). Only such agencies that fulfill the following requirements, shall be eligible to apply:-

- (a) Registration in Rajasthan under the Private Security Agency (Regulation) Act 2005 (PSARA).
- (b) Registration under EPF & MP Act 1952 and ESI Act 1948.
- (c) Has been in contractual security business continuously during preceding **five years**.
- (d) **Deployed minimum 300 security guards** (contractual) have been on its payrolls during each of the last three financial years i.e. 2012-13, 2013-14 and 2014-15.
- (e) Have at least **two running contracts** for providing security services of annual value not less than **Rs 30 lakh** for each contract.
- (f) Annual turn-over for each year during the preceding three years should not be less than **Rs 30 Lakh** each year i.e. 2012-13, 2013-14 and 2014-15.
- (g) Should have **ISO 9001 Certified** Company or similar certification from a Registered/approved agency.

2. Applicants may obtain the tender document from the office of Infrastructure Management, IIT Jodhpur on payment of Rs 1000/- or download from website URL link:<http://iitj.ac.in/tenders/index.php?id=Services>. Applications, duly supported by prescribed Appendices will be received up to **1500 hrs on 16 Sep 2015**. The downloaded tender documents must be accompanied by Demand Draft of Rs 1000/- drawn in favour of 'DIRECTOR, IIT JODHPUR'. The applicant shall also enclose a draft of Rs 2,00,000/- (Rupees Two Lakhs Only) drawn in favour of Director, IIT Jodhpur as earnest money deposit (EMD) along with technical bid. The technical bids shall be opened on **16 Sep 2015 at 1600 hrs**. The financial bids shall be opened after evaluation of the technical bids. Institute reserves the right to reject any or all the tenders/bids without assigning any reason thereof.

**Dated: 19 Aug 2015 Officer-In-charge- Infrastructure Management,
IIT Jodhpur**

File No: IITJ/TEN/SECURITY/2015-2016/1

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SECTION- 1: BRIEF DESCRIPTION AND SCOPE OF SERVICE

3. The Indian Institute of Technology Jodhpur is spread at following locations with capital assets and areas to be guarded as under :-

(a) **Institute Complex** – Co-located with MBM Engineering College, Jodhpur includes the blocks with human being, all movable and immovable assets.

(b) **Hostel at General Purpose Residential Area (GPRA)** – Kendranchal at Pali Road Jodhpur including all movable, immovable assets and human beings residing.

(c) **Hostel at BSNL Housing Complex** – Subhash Nagar, Jodhpur with all human being, movable & immovable assets.

(d) **New Complex under construction at Karwar** – All human beings, movable and immovable assets.

(e) Utilities and Services

(f) Any other additional impromptu security requirement arising during various functions, events and ceremonies organized in and around Jodhpur including the new campus.

4. The resident's population of the campus, comprising of the students, faculty and officials with their families & servants and people engaged in commercial activities etc, is approximately 1200. In addition to this, a substantial number of visitors visit the campus every day for various purposes.

Scope of Service

5. The security agency is required to provide the following **services**:

(a) Complete security to the life and property of the residents and the assets of the Institute.

(b) Safeguard against trespass.

(c) Security covers to various official functions organized by the campus community.

(d) Regulate and Control of vehicular traffic.

(e) Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.

(f) Control of stray cattle and canine menace.

(g) Pursuance of cases registered by the community with local police.

(h) Assist the Institute in maintenance of day-to-day discipline and smooth functioning of various activities.

(j) Provide timely intelligence inputs to the Institute administration, pro-actively.

(k) Timely switching on/off of Security Lights

(l) Check and ensure that Institute Perimeter is not tampered with.

(m) Deal with and escort incoming Couriers and Postman. Prevent entry of sudo couriers. Collect safeguard and handover important regd, couriered, speed posted letters in respect of any absentee.

(n) Prevent access and use of Institute premises & facilities including IITJ WI-FI by unauthorized Persons/Parties.

(o) Regulate and record access/movement of men, material, machines, equipment, Labour, vehicles etc through designated single gate only. This is particularly applicable in respect of all contractors and allied agencies.

(p) Adhere to Standard Operating Procedure (SOPs) prepared by the authorities of IIT Jodhpur, which may be modified from time to time by the Director or his nominee.

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(q) Complete and comprehensive control on the keys management of all internal and external doors, lockers, pedestals etc in consultation with the Institute authorities. Key register must be kept upto date at all times.

(r) The guards on patrol duty should take care and operate where required, all water taps, valves, water hydrants etc, installed in open all over the premises and ensure that the same are safeguarded. These duties shall be performed without any extra financial liability on the Institute.

6. The agency will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident free campus from law and order point of view.

7. Communication, Transport and Manpower requirements:

The agency will be required to deploy the following equipment and manpower:

(a)	Unit Commander	:	01(Under company arrangements. Not to be paid by IITJ.
(b)	Security Supervisors	:	10
(c)	Gunmen with valid arms license	:	06
(d)	Security Guards	:	74
(e)	Lady Guards	:	09
(f)	Hand held walkie-talkie set	:	12 (Three at each complex)
(g)	*Paddle Cycles	:	03

Notes:

(a) These are only estimated requirements mentioned herein for giving an idea of the extent of resources and quantum of work involved and do not necessarily indicate the actual requirements.

(b) *Maintenance of Paddle Cycles will be the responsibility of Security Agency itself.

(c) Security Supervisors shall be paid the wages equal to Armed Guard (Gunman) as in vogue.

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SECTION-II: GENERAL INFORMATION AND INSTRUCTIONS

8. Various forms (A to J) for submitting the bids are attached as Appendices.

9. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such case. If any particulars/ query are not applicable in the case of the bidder, it should be stated as not applicable. However, the bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result in the bid being summarily disqualified. Bids made by FAX and those received late will not be entertained.

10. The bids should be in computer print outs. The bidder's name should appear on each page of the bid document.

11. Overwriting should be avoided. Neatly crossing out, initialing, dating and rewriting shall make valid correction, if any. All pages of the bid document shall be numbered and submitted as a package with signed letter of transmittal.

12. A Senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the bidder.

13. The bidder is advised to attach any additional information, which he thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is, however, advised not to attach superfluous information. No further information will be entertained after the bid is submitted, unless the Institute calls for it.

14. Individual signing the bid or other documents connected with the contract shall indicate full name below the signature and must specify whether he is signing in the capacity of:-

(a) A sole proprietor of the firm or constituted attorney of sole proprietor, or

(b) A partner of the firm in which case, he must have authority to represent the firm for arbitration of disputes concerning the business of partnership firm either by virtue of partnership deed or power of attorney, or

(c) Constituted attorney of the firm.

(d) In case of (b) above, a copy of the partnership deed or general power of attorney, in either case, attested by a Notary Public, or affidavit on stamp paper of all the partners admitting execution of the partnership agreement or the General Power of attorney should be furnished.

(e) In case of partnership firms, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender offer and every partner of the firm should sign all other related documents.

(f) A person signing the tender form or any other documents forming part of contract on behalf of another, shall be deemed to be warranty that he has authority to sign such documents and if, on enquiry it appears that the person has no authority to do so, the Institute may, without prejudice to

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other civil and criminal remedies, cancel the contract and make or authorize execution of contract / intended contract at the risk and cost of such person and hold the signatory liable to the Institute for all cost and damages arising from cancellation of contract including any loss which the Institute may have incurred on account of execution of contract / intended contract.

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

15. Every page of the technical bid as well as financial bid must be signed by the competent person under seal.

16. The bids will be accepted in **two wax sealed envelopes**, super-scribed as “**Technical Bid for providing security services at IIT Jodhpur**” and another as “**Financial Bid for providing security services at IIT Jodhpur**”. Further, both the envelopes should be packed in one single wax sealed envelope super-scribed as “**Technical and Financial Bids for providing security services at IIT Jodhpur**”.

17. **Tender document shall not be opened if the Earnest Money is not furnished.**

18. A prospective bidder, requiring any clarification of the Bid Documents shall notify the Infrastructure Management Officer, IIT Jodhpur in writing or by Fax at his mailing address. He (Infrastructure Management Officer) shall respond in writing to any request for clarification of the Bid Documents, which he receives not later than 7 days prior to the last date for submission of the bids. Copies of the query and clarifications by him shall be sent to all the prospective bidders who have received the bid documents.

19. Entire documents shall be submitted by the bidder under a letter of transmittal in **Form H**, which must be printed out on letter head of bidder. The letter shall invariably contain the email address, telephone/cell phone number and Fax number of the firm.

20. The bidder shall invariably submit the Earnest Money Deposit (EMD) of **Rs 2,00,000/- (Rupees Two Lakh Only) in the form of Demand Draft of any scheduled / Public Sector / MNC bank, drawn in favour of the DIRECTOR, IIT Jodhpur and payable at Jodhpur.**

21. Earnest Money of unsuccessful bidders shall be refunded within a month without any interest after the written acceptance of tender by the successful bidder is received. However, the EMD of the successful bidder shall be converted into security deposit and held by the Institute as performance guarantee for entire period of contract but no interest shall be payable on the Earnest Money and the same shall, after the expiry of the contract, be refunded within 3 months after it is applied for by the Contractor.

22. At any time, prior to the date of submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.

23. The amendments shall be notified through the Institute website and prior to the date of submission of bids and these amendments shall be binding on the bidders. However, in order to allow the prospective bidders a reasonable time for taking the amendments into account while preparing their bids, the Institute may, at its discretion, suitably extend the deadline for the submission of bids.

24. **The tender shall remain valid for a period of 90 days from the date of its submission.** If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled and 100% (hundred percent) of the Earnest Money deposited shall be forfeited. In exceptional circumstances, the Institute may request the bidders' consent for an extension of the period of bid validity. A bidder may, however, be at

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liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.

25. Summary Rejection of Bills: Anyone or more of the following action/commission/omission are likely to cause summary rejection of the bid:-

- (a) Any bid received late by any mode whether by physical delivery, courier or through post after the specified closing time.
- (b) Any bid not accompanied by required Earnest Money Deposit (EMD).
- (c) Any bid received unsealed or improperly sealed.
- (d) Any conditional bid or bid offering rebate.
- (e) Any bid in which rates have not been quoted in accordance with the specified formats / details as specified in the Bid Document.
- (f) Any bid received without latest attested Income Tax Clearance Certificate (ITCC) copy.
- (g) Any effort by a bidder to influence the Institute in bid evaluation, bid comparison or contract award decision.
- (h) Any bid received with period of bid validity shorter than 90 days.
- (j) If any bidder has filled more than one bid.

26. The award of work order, when issued to the successful bidder, shall constitute the contract with collateral support from the terms and conditions of the tender, besides the invitation notice as well as formal agreement, all of which shall finally form the contractual obligations to be adhered to and performed by the bidder and non-performance of any such obligations shall make the bidder liable for all consequential effects.

27. The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs 100/- (Rupees One Hundred Only) or of the value as may be applicable at the time and commence the work within 01 (one) month from the date of award, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency, as it may deem fit.

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

Important Dates

29. For the purpose of submission of the bids, following dates shall be strictly adhered to by the Institute:-

NIT NO	:	IITJ/TEN/SECURITY/2015-2016/1	
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30. The particulars of the work given in **Form H** are provisional and must be considered only as advance information to assist the applicant.

Campus Visit:

31. The bidders are advised to visit and examine the campus and its surroundings and obtain for himself, on his own responsibility, all information that may be necessary for preparing their *Technical* and *Financial Bids*. The cost of visiting the site shall be at applicant's own expense.

SECTION –III: TECHNICAL BID

The following are the minimum basic requisites for being eligible and participation in the bidding-process. The firms shall also submit the copies of all relevant documents referred to hereinafter along with their Technical Bids.

Initial Criteria for submission of Bid:

32. The Firm must have obtained requisite license from competent authority prescribed under Private Security Agency (Regulation) Act, 2005 (PSARA); and license should be valid and subsisting as on the last date of bid.

33. Average annual financial business turnover of the company on security services should be at least **Rs 30Lakh** (Rupees Thirty Lakhs only) during each of the last 3 (three) preceding financial years, i.e., 2012-13, 2013-14 and 2014-15. For the purpose, the bidder should furnish the following financial information:

(a) **Annual Financial Statement for the last 3 (three) years (in Form A)** should be supported by **audited balance sheets and profit and loss statement**, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

34. The agency must have at **least 02 (two) running contracts** of the annual value not less than Rs30 (Thirty) lakhs each. Copies of work order or certificate of monthly billing from client must be enclosed as documentary evidence. The bidder in this regard should furnish following particulars:-

(a) List of all contracts of similar business class successfully completed during **last five years** showing the experience in security and allied services **(In Form B)**.

(b) List of contracts under execution or awarded with man power strength **(In Form C)**.

(c) Particulars of completed contracts and performance of applicant duly authenticated /certified by a Senior Officer of the client **(In Form D)**.

35. The bidder is required to submit the following particulars in respect of his organization **(In Form E)**:-

(a) Name and postal address including Telephone Number, Fax Number and e-mail addresses etc.

(b) Copies of original documents defining the **legal status, place of registration & principal places of business**.

(c) Names and title or **Directors and officers** to be concerned with proposed contract for IIT Jodhpur, with designation & mobile Nos of individuals authorized to act for organization.

(d) Information on any **litigation** in which applicant was involved during last 5 (five) years, including any current litigation.

(e) Authorization from employers for seeking detailed references by Institute.

36. The firm should have minimum **300 guards** contractual security guards on its payrolls during each of

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the last three financial years i.e. 2012-13, 2013-14, 2014-15. It should also have a clear regular **recruitment policy**. The bidder must furnish the details of employees currently on their rolls (**In Form F**).

37. The company should be in the security & intelligence business for at least **05 (five) consecutively** preceding years.

38. The firm should have **EPF, ESI and Sales/Trade Tax Registrations**.

39. The firm should have proper mechanism of training for its security personnel. Full details of such mechanism, including institutions utilized for training, duration of training and available training aids should be furnished.

40. The firm should have **national level presence in security business**.

41. The firm should have on its rolls **trained personnel**. The firm has to provide physically & medically fit security guards. The **Unit Commanders should be at least Graduate** with an **experience of minimum two years** at his level and should be capable of working on computer. Fitness of the guards shall be evaluated by the committee before deployment.

42. The firm must submit **letter of transmittal (In Form H) along with technical bid**.

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Evaluation of Technical Bids:

The Technical Bids shall be evaluated by the committee constituted for purpose in following manner:-

43. The tenderer shall have the following Registrations and details of the same be provided in the Technical Bid along with documentary proof: (a) PF Registration (b) ESI Registration (c) Service Tax Registration (d) Valid License issued by Regional Labour Commissioner, Govt of India (e) Registration with Income Tax Department for permanent income tax code (f) Registration as proprietary firm, Partnership firm, Limited Company, Corporate body (g) Registration in Rajasthan as Private Security Agency(Regulation) Act 2005(PSARA).

44. The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 2,00,000/- (Rupees Two Lakh only) which is refundable and a non-refundable tender fee for an amount of Rs. 1,000/- (Rupees One Thousand only) by way of demand drafts drawn in favour of “Director, IIT Jodhpur” payable at Jodhpur. The demand drafts for Earnest Money Deposit & Tender Fee must be enclosed in the envelope containing the technical bids.

45. Tenderer should have following essential requirements fulfilled and attached on letter head with seal & sign:-

- (a) Registration in Rajasthan as Private Security Agency (Regulation) Act 2005 (PSARA).
- (b) Has been in contractual security business continuously during preceding **five years**.
- (c) At least 02 (two) running contracts for providing security services of annual value not less than Rs 30 lakh for each contract.
- (d) Annual turn-over for each year during the preceding three years should not be less than Rs 30 Lakh each year i.e. 2012-13, 2013-14 and 2014-15.
- (e) ISO 9001 Certified Company.
- (f) Certificate regarding minimum 300 contractual security guards have been on its payroll during the last three financial years i.e. 2012-13, 2013-14, 2014-15.
- (g) Form A for Financial Information (completely filled and attached).
- (h) Form B for Experience in Security and allied Service (completely filled and attached).
- (j) Form C for Contracts under Execution or Awarded (completely filled and attached).
- (k) Form D for Performance Report of Contracts Referred in forms B & C (completely filled and attached).
- (l) Form E for Company`s Organizational Structure (completely filled and attached).
- (m) Form F for details of Security and Administrative Officers on Company Roll (completely filled and attached).
- (n) Form H for Letter of Transmittal (completely filled and attached).
- (o) Form J for Declaration regarding Blacklisting / Debarring fortaking part in Tender (completely filled and attached).

46. Submit the copy of the Tender Document and Addenda thereto, if any, with each page signed by owner or authorised representative and stamped to confirm the acceptance of the entire terms& conditions of the tender.

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SECTION IV: FINANCIAL BID

47. Price ScheduleThe bidders are advised to quote their rates in **Form G** i.e. the Price Schedule for each item. The rates should be minimum acceptable rates as per details provided in **Form G**.

48. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies and statutory liabilities, wages of the personnel including incentives, if any, cost of minor equipment such as batons, torch, consumables such as electricity, uniforms of the personnel, contingent expenditure incidental to work and contractor's profit etc.

49. No payment other than as specified in the price schedule **Form G** for each item and which has been duly accepted by the party, shall be payable to the successful bidder.

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

51. Institute will consider lowest evaluated responsive bidder.

52. Revision of Minimum WagesHowever, if the prescribed minimum wages are revised upwards by the appropriate Government, which is the Central Government in respect of this Institute, the Security Agency shall be bound to revise the wages of the personnel accordingly. The net difference caused due to any upward revision of minimum wages, vis-à-vis the wages applicable on the date of submission of tender shall be reimbursed to the security agency over and above the original contract amount, subject to the production of wages disbursement proof at the revised rates.

53. Re-Imbursement of TaxesThe security service provided to the Institute is currently not liable for Service Tax. However, the bidder shall take into consideration all the levies and statutory taxes while quoting the tender. However, if any fresh taxes, charges etc are levied by the Local authority / State or Central Govt/ or other competent authority, subsequent to the date of submission of tender, the same shall be reimbursed by the Institute, provided the documents of proof are submitted in support thereof.

54. Avoidance of CorrectionsThe bid on Price Schedule shall not contain corrections, erasures or over-writing except where it is absolutely necessary to correct errors made by the bidder. Such corrections etc shall duly be signed and attested by the person or persons signing the bid.

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SECTION-V: TERMS AND CONDITIONS FOR PROVIDING SECURITY AND ANCELLIARY SERVICES

Obligations of Security Agency

55. The security agency is required to provide the services as mentioned in **para 5 above**.

56. The Security Agency in discharge of its duties will be bound by **operational parameters** given in **Section-VI**.

57. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like pigs, monkeys, dogs, blue-bulls and reptiles like snakes etc, from the campus premises.

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

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

60. Extra Services The Security Agency shall be bound to perform the assigned jobs whether the same are included in the schedule of services or not. The charges for the **extra services** not mentioned in the Price Schedule, shall be settled mutually.

61. Liaison with Police and Civil Administration The Security Agency shall maintain proper liaison and contact with the local police / civil administration etc for smooth and peaceful day-to-day working of the Institute. The security agency shall be fully responsible for taking follow-up action and for pursuing the First Information Reports (FIRs) lodged by the residents of the campus or by the Institute with the police department. Matters related to breach of safety and security, the agency is expected to lodge on FIR with nearest Police Station.

62. Serviceability of EquipmentThe Security Agency shall ensure that bicycles and communication equipments as mentioned in the Price Schedule, are maintained in perfect working order round the clock. In case of any major fault requiring more than three days' time to make them operational, the Security Agency will provide replacements for them free of charge.

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

64. In a manner satisfactory to the Institute, the Security Agency shall provide necessary expertise and trained manpower for various needs of security services at Institute buildings, hostels, residences and the campus in general.

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

66. **Updating of Skills**The Security Agency shall supply trained manpower for the security duties in the campus. It shall also undertake at its expense and to the satisfaction of the Institute, a continual updating of skills and procedures followed by the Security staff. For this purpose, the agency shall organize suitable training camps for its cadres from time to time, at its own cost at least once during each Quarter. All Security Guards and Security Supervisors be proficient and competent in **fire-fighting and anti-terrorists duties**. They should be trained in First-Aid, Disaster management and for counter terrorist activities. They shall also act as Instructors in security and fire-fighting duties on behalf of the firm.

67. **Conduct of Security Audit** The Security Agency shall provide resources to assist the principal employer (i.e. the Institute) in conducting Security Audits, Surveys, and Investigations etc. It must also be able to render professional advice on matters relating to security, intelligence and surveillance, etc free of charge. Security agency will maintain following documents:-

(a) For Internal Inspection

- (i) Daily Attendance Register
- (ii) Guard Checking Register
- (iii) Shift Register
- (iv) Visitors Register
- (v) Keys In/Out Register
- (vi) Movable Assets In/Out Register
- (vii) Water Tanker Register
- (viii) Bus Schedule Register

(b) For External Inspection

- (i) Monthly wages Payment Register
- (ii) Details of PF Deducted
- (iii) Details of ESI Deducted
- (iv) Register of Workman Employed by the Contractor
- (v) Advance Payment Register
- (vi) Fine Register
- (vii) Overtime Register

Employability of Security Personnel

68. **Ex-Service Men (ESM)** Out of total staff to be deployed at Institute (including all complexes) under the agreement, **at least 20% staff** (under each individual category) should be from Ex-Military/ Paramilitary/ Police Force.

69. The Institute has a right to engage any other security service any time whenever felt its requirement.

70. Security Agency shall have proper standards and procedures for recruitment of guards and supervisors.

71. **Basic Criteria** Every personnel, other than Supervisors, deputed by the Security Agency shall be at least matriculate and **minimum three years of experience in the Security services except ESM and Para Military Personnels**. Personnel above the age of 40 years shall not be deployed in the Institute campus under any circumstances. In case of Security Supervisors, minimum educational qualification should be graduate or minimum JCO rank for ESM. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.

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72. Maintenance of Individual Doziers Security Agency shall ensure that before deputing the security staff, they have verified the antecedents of all their staff and shall provide to Institute, a complete dozier of each security personnel proposed to be deployed along-with their records of police verification, and medical examination certificate in original. Non-compliance with this provision will be deemed to be violation of contract and shall render the security agency for penal action against it.

Dress, Deportment and Discipline of Security Personnel

73. The Security Agency shall have a properly designed uniform. The Institute reserves the right to suggest modification in the uniform as it may deem fit, for the proper appearance and turnout of the guards.

74. The Security guards must be Police verified, smart and properly turned out with boots, belt, caps, badge, whistle etc of branded Company (Raymonds/JCT/S Kumar) and carry an identity card incorporating therein the particulars as directed by the Institute from time to time and must be duly attested by the Executive of Security Agency and countersigned by the Officer nominated by the Institute. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.

75. UniformThe Security Agency shall provide proper uniform (shoes, caps, canes / stick etc) entirely at its own cost and expense to every personnel deployed by them in the Institute Campus and **in no case, any deduction or charge from the personnel employed, shall be effected.** If any instance otherwise defying this provision, comes to the knowledge or notice of the Institute, the security agency shall be liable for adequate penal action including imposition of penal points in this regard. The uniform articles shall include 2 x shirts, 2 x trousers, 1 x belt with buckle, 1 x pair of boot ankle (DMS), 1 x Baton, 2 x beret with badges, Line yard with whistle, 2 x pairs of Nylon socks, 2 x Name plates, 2 x pairs of title shoulders per year. Above items be of branded company to include Raymonds/JCT Fabrics/S Kumar etc 1 x Jersey (Uniform colour) shall be issued per year for winters. This jersey be made of branded company i.e. Dhariwal/Oswal/OCM. Uniform should not be of Khaki/ Olive Green or disrupted pattern. Security guards and Supervisors must take proper shave on daily basis except Sikh persons.

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

77. Removal of Security PersonnelsThe personnel deployed by the Security Agency in the Institute shall immediately be removed from his duties at the Institute if the Institute on administrative ground considers such removal necessary. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties properly or is of doubtful character and after due approval of the Infrastructure Management Officer of the Institute, shall replace him with adequate substitute personnel either on its own motion or on Institute's demand. In case of removal of such personnel, the Institute shall be absolutely immune from any claim, whatsoever, in this regard.

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78. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bills of Security Agency.

79. The Security staff employed by the Security Agency shall under no circumstances join any union of the Institute nor shall they make any claim for service or other matters. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute. Security staff shall not be simple spectators during any internal agitation. They shall be proactive effective in desirable manner as expected from them.

80. **Exemplary Conduct and Behaviour**The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency found misbehaving with the Institute Security Staff, employees, faculty, students or residents of the Institute, the Security Agency shall immediately at their own risk and responsibility, remove/withdraw such employee from the campus of the Institute. The Security Agency and its personnel shall be bound to comply with instructions, if any, given by the In-charge, Infrastructure Management Office of the Institute. The security agency shall accordingly issue necessary instructions to its personnel in this regard.

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

82. **Physical Standards**The employees of the Security Agency shall be of good character and of sound health and shall **not be less than 25 years of age**. The **upper age limit shall be 40 years** and no more in case of Security Guards while in case of Supervisors, it shall not exceed 50 years. The minimum height of the Security staff should be at least 5'-6" except in case of hill tribes. Anyone found below the minimum standards, shall be removed immediately from the institute and the agency shall be liable for penalty points. **For Ex Servicemen (ESM), the maximum age criteria arerelaxable upto 50 and 60 years in respect of Security Guards and Supervisors, respectively.**

83. The Security Agency personnel deployed at IIT Jodhpur will stay under their own arrangement while at temporary campus. However, on shifting to new campus at Karwar subsequent orders will follow.

Deployment and Supervision

84. **Relief of Duties** Employee of the Security Agency shall be provided one day off during each week.

85. **Duty Shifts**The Security services shall have to be rendered in three Shifts, each being of 08 (eight) hours. However, no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift. The security agency shall have the discretion to rotate the duty of security personnel from one shift to another as per the requirement. Present timings of duty shifts are from 0600 h to 1400 h, 1400 h to 2200 h and 2200 h to 0600 h.

86. The security personnel shall remain on duty for 08 (eight) working hours. The personnel shall not leave his guard post until his reliever reports for duty. If it is found that the security personnel have deserted their post without having been properly relieved, the same will attract penalty points. There shall be 20 mins overlap during relief (10 mins before and 10 mins after the change).

87. At no time, shall there be more than 10% of the contracted manpower on leave or absent (with suitable relief) from the Institute duty. In case of long-term absence due to sickness, leave etc, the security

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Agency shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff or the guards shall be removed from Institute duty without seeking prior consent of the Office -in-Charge Infrastructure Management or any person authorized by the Director on his behalf. Breach of this clause will attract penalty points.

88. The Institute shall have the right to check up, from time to time, the turn-out and uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute level Infrastructure Management Committee or any other representative appointed by the Director for the purpose. The decisions of the Infrastructure Management Committee shall be binding on the Security Agency.

89. Organization of Training The Security Agency shall have a regular system of training the Guards before deploying them on duty. The Security Agency shall have proper training facility and profession syllabi for the training which shall form part of technical bids.

90. The Security Agency shall at their own expense, and to the satisfaction of the Institute, undertake, a continual updating of skill, processes and procedures followed by the security staff employed in the security of Institute, by organizing suitable training programs for them on routine basis. This training program should be arranged in the manner that does not affect the routine functioning, like **two hours** in a week preferably on Saturdays during reduced work load. Above training programs are at Security Agency's cost. No extra payment shall be made by institute for the training. Security Guards and Supervisors will be given adequate training lessons on anti-militancy/anti-terrorism/counter insurgency subjects to guard against terrorists attack on soft targets e.g. educational institutions. It may include various aspects security of a vital installation, expected major threats and measures to curtail such threats, use of security equipment, firefighting equipment and use of fire arms by armed guards etc

91. Checking of Guards The Security Agency shall have a proper system of checking the guards on duty especially during night. Record of the same shall be effectively maintained in proper registers and shortcomings, if any, shall be immediately rectified.

Nature of Agreement

92. This Agreement is for providing the **aforementioned services and notan Agreement for supply of contract labour.** It is clearly understood by the Security Agency that the person(s) employed by the Security Agency for providing services as mentioned herein, shall exclusively be the employees of the Security Agency and not of the Institute. The number of persons to be employed and the individual person to be employed for providing the said services shall be decided by the Security Agency who shall be liable to make payments to its said employees towards their monthly wages/salaries and other statutory dues like EPF, ESI, minimum wages, bonus, gratuity etc.

93. The Institute shall not be liable for any obligations/responsibilities, contractual, legal or otherwise, towards the Security Agency's employees/agents or to the said employees/agents directly and/or indirectly, in any manner, whatsoever.

94. The employees/personnel of the Security Agency rendering the services under this Agreement, shall never be deemed to be the employees of the Institute in any manner whatsoever, nor shall they be entitled against the Institute to claim for employment, salary/wages, damages, compensation or anything arising from their deployment by the Security Agency at the Institute.

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95. The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.
96. **Duration of Contract** Total duration of the contract shall be 01 (one) year. Subsequent extensions may be given on existing terms and conditions if mutually agreed by both parties i.e. service provider and the Institute. Legitimate increase/decrease may be carried-out.
97. **Termination of Contract**The Institute shall be at liberty to give only 24 hours' notice for termination of this Agreement to the Security Agency in case there is a major default in compliance of the terms and conditions of this Agreement or the Security Agency has failed to comply with its statutory obligations. Further, if the contract agreement is terminated by the contractor, the contractor shall be bound to continue providing the services under the terms and conditions of this agreement till alternate arrangement is made and intimation to that effect is given in writing by the Institute.
98. **Breach of Agreement**If the Security Agency commits breach of any covenant or any clause of this agreement, the Institute may send a written notice to the Security Agency to rectify such breach within the given time limit. In the event, if Security Agency fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the Security Agency shall be liable to the Institute for losses or damages on account of such breach. The contract shall also be liable for termination on ground(s) provided elsewhere in terms and conditions of this agreement.
99. **Insolvency**The Institute shall have the right to immediately terminate this Agreement if the Security Agency becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers or enters into an arrangement for the benefit of creditors.
100. The agreement shall be liable for termination in terms of the stipulation provided elsewhere in other clauses of this document.
101. **Indemnification**The Security Agency shall be responsible for all injuries and accidents to persons employed by them and to fulfill all obligations laid down in the Employees Compensation Act, 1923. The Institute shall be wholly immune and indemnified against any claims, whatsoever, filed in this behalf. However, the Health Centre facilities shall be available to the personnel only in respect of injuries sustained by them in execution of the duties, which shall be restricted to the extent of primary health services only, without any further encumbrances, monetary or otherwise. The Institute shall stand indemnified in respect of the treatment provided under such exigencies and claims, if any.
102. In the event of any loss being caused to the Institute on account of negligence of employee of Security Agency, the agency shall make good the loss sustained by the Institute, either by replacement or on payment of adequate compensation on actual basis.
103. **Statutory Compliances**The Security Agency shall comply with all statutory requirements existing as well as those promulgated from time to time, provided under various Acts/ Enactments/ Statutes including the Labour Laws and Misc Other Laws, whichever is/are applicable to the organization of Security Agency and shall be held responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard. Further, the Security Agency shall not involve the Institute in any manner, whatsoever, in any dispute with regard to the compliance of the statutory provisions and in case of violation of any law; the Security Agency shall be solely responsible. In case of violation of any law including the Labour laws etc, any liability is put upon the Institute, the Institute shall stand absolutely indemnified by the security agency in such matters. Any liability in financial terms caused for any reason as above or any loss or damage to the property of the Institute, cost of same shall be recovered/adjusted by

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the Institute either from the security agency or from its monthly bills or security deposit, by way of deduction or in any other manner, as the Institute may deem appropriate. **In case any liability is adjusted from the security deposit of the security agency, such short-fall in the security deposit shall be made good by the security agency within 15 days of the occurrence.**

Registration with EPF & ESI Offices

104. The Security Agency shall invariably have its registration under the Employee Provident Fund and Misc Provisions Act, 1952 and Employees State Insurance Act, 1948 from **Jodhpur offices** of the respective departments and from nowhere else. In case the security agency does not have its registration at Jodhpur under the EPF & MP Act and ESI Act at the time of bidding, the agency shall ensure obtaining the same from Jodhpur offices of the respective departments **within one month** of the award of the contact.

105. The Security Agency shall be bound to deposit the EPF and ESI contributions only against the code numbers obtained from **Jodhpur offices** of the concerned departments through separate challans which must be exclusively in respect of their workmen employed at IIT Jodhpur under respective Acts. In no case, the challan shall include any other employee who is not deployed at the Institute. Further, the security agency shall be entitled for payment of the contributions made under the EPF and ESI heads with the concerned departments towards employers share via reimbursement from the Institute only against the submission of original copy of the challans and through no other mode.

106. The Security Agency shall supply a certified copy of their registration under the Rajasthan Shop & Establishment Act, the Provident Fund Act, ESI Act, other Labor Laws besides Income Tax/Service Tax etc to the Institute within three months from commencement of this agreement.

107. Procurement of Labour License The Security Agency shall within a reasonable time, apply to the Regional Labour Commissioner (Central) for obtaining a license under the Contract Labour (Regulation and Abolition) Act, 1970 and will submit a copy of the license to the Infrastructure Management Officer of the Institute.

108. The Security Agency shall have to accept absolute responsibility to uphold all obligations of labour, tax, welfare and other ones in respect of its employees in consonance with the laws of the land, against all claims, damages or losses of every nature or kind, whatsoever, ensuring no liability or involvement of the Institute.

109. The Security Agency shall abide by all laws of the land including, Contract Labour (Regulation & Abolition) Act 1970, Employees' Provident Fund & Miscellaneous Provisions Act, 1952, Employees' State Insurance Act, 1948, Minimum Wages Act, 1948 etc, apart from the liabilities of tax deduction, welfare measures for its employees and all other obligations that enjoin in such cases and which are not essentially enumerated and defined herein, though any such onus shall exclusively be on the Security Agency, and the Institute shall remain immune/indemnified from any liability, whatsoever, in such matter. However, if at any time, due to lapse on the part of the security agency, any liability financial or otherwise, is thrust upon the Institute, the security agency shall be liable to make good the loss to the Institute in the manner, the Institute deems appropriate.

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Liabilities and Remedies

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

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

Timely and Accurate Payment to Security Staff

112. Any payment, required to be made by the Security Agency to its personnel, in compliance with any of the laws of the land, shall be the sole responsibility of the Security Agency. This would include specific responsibility with regard to the provision of the **Minimum Wages Act in case of civilian guards and as per DGR norms in case of Ex Servicemen Guards and/or any other law**, which may be applicable at the time. The Institute will in no case, be responsible for any default, in this regard. Even if any liability because of the provisions of any particular Law becomes that of the Institute, it is clearly agreed that the same shall be deemed to be that of the Security Agency and shall accordingly, be discharged by it. The Institute's liability towards the personnel of the security agency shall be limited to the extent of the contract price accepted by the Institute. Salaries be paid by 7th of each month without fail. This has no linkage with re-imbursement of bills by Institute to the firm.

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

Submission, Verification and Payment of Bills

114. The payment for services under this agreement shall be made on monthly basis, through A/c payee crossed-cheque, or by RTGS/ NEFT/ Bank transfer drawn in favour of the Security Agency, payable at Jodhpur. The cheque shall as far as possible, be paid within 07 working days after receipt of the bill for each calendar month, along with the requisite details of the daily attendance and other records in support thereof, which shall be open for inspection by the Institute. The final payment shall, however, be made only after adjusting all the dues/claims of the Institute.

115. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Institute have been paid the minimum wages, through cheque (or) RTGS/ NEFT/ Bank Transfer, as in force from time to time, in accordance with the provisions

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of the Minimum Wages Act and that all other statutory requirements in this regard have been complied with including EPF & ESI payment. Challans of EPF & ESI for previous month deposited with concerned office shall be forwarded along with the bills of current month.

116. The contractor is expected to ensure proper accidental coverage of its personnel. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

117. Violation of any provisions of Minimum Wages Act, 1948 **in case of civilian guards and as per DGR norms in case of Ex Servicemen Guards** shall render the contract liable for termination. The Institute shall also proceed against the defaulting agency as per provisions of the relevant laws.

Confidentiality

118. It is understood between the parties hereto that during the course of business relationship, the Security Agency may have access to confidential information of the Institute and it undertakes that it shall not, without the Institute's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information in any regard, whatsoever. This clause shall survive the period of 5 years from the date of expiry of this Agreement or earlier termination thereof.

Complete Agreement

119. This document represents the complete agreement between the parties and supersedes all previous or other writing and understandings, oral or written, and any modifications to this Agreement, if required, shall only be made in writing.

Amendment/Modification

120. The parties can mutually amend this Agreement at any time. However, such amendment shall be effective only when it is reduced to writing and is signed by the authorized representatives of both parties hereto.

121. Severability If, for any reason, a court of competent jurisdiction finds any provision of this Agreement, or portion thereof, to be unenforceable, then that provision of the Agreement will be enforced to the maximum extent permissible so that it affects the intent of parties, and the remainder of this Agreement shall continue to be in full force and effect.

122. Caption Various Captions used in this Agreement are for organizational purposes only and may not be used to interpret the provisions hereof. In case any conflicts between the Captions and the Text, the interpretation of the Text as clarified by the Director or his representative, shall prevail.

123. Waiver At no time, any indulgence or concession granted by the Institute shall alter or invalidate this agreement nor constitute the waiver of any of the provisions hereof after such time, such indulgence or concession shall have been granted. Further, the failure of the Institute to enforce at any time, any of the provisions of this agreement or to exercise any option which is provided herein for requiring at any time, the performance by the Security Agency of any provisions hereof, shall in no way be construed to be a waiver of such provisions of this agreement nor in any way affect the validity of this agreement or any part thereon or the right of the Institute to enforce the same in part or in the entirety of it. Waiver, if any, has to be in writing.

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124. Governing Laws and Jurisdiction All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Jodhpur.

Arbitration

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

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

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

128. The venue of arbitration shall be at Jodhpur only.

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

Force Majeure

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

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

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SECTION VI: PARAMETERS

132. For main Security objectives of IIT Jodhpur refer para 56 above.

133. The Security parameters will therefore comprise of the following aspects :-

- (a) Theft related.
- (b) Patrolling related
- (c) Discipline
- (d) General

134. A point system will be in operation under which operational failures, depending on the type and frequency, will entail point penalties. The liability of Security Agency will not only be in terms of these points but also to the extent of recommendations made by Joint Enquiry. Every point will entail a financial obligation of Rs 500/- on part of Security Agency subject to a maximum of **Rs 80,000/- or 10% of the gross** payment to Security Agency in a month, whichever is less.

Points Allocation

135. **Dacoity**: Forced armed entry with-in any campus area, resulting in looting of the place and / or injury to limb/ life or both.

THIS WILL ENTAIL IMMEDIATE TERMINATION OF THE CONTRACT.

136. Thefts

Ser No	Type of Theft	Penalty points (units)
(a)	Major break in an official/residential premises and theft of goods that need some form of transportation.	100
(b)	Major break in a premises and theft of goods that do not need transportation	80
(c)	Lock breaking of a premises and theft of goods that need some form of transportation	70
(d)	Lock breaking of a premises and theft of goods that do not need transportation	60
(e)	Lock opening of a premises and theft of goods that need some form of transportation	40
(f)	Lock opening of premises and theft of goods that do not need transportation	30
(g)	Lock breaking/ opening without any theft	20
(h)	Theft of one or more bicycles on a single week	10
(j)	Isolated theft of one scooter/ motorcycle	30
(k)	Theft of more than one scooter/ motorcycle on a single day	80
(l)	Isolated theft of a car	50
(m)	Theft of more than one car on a single day	100

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137. Patrolling

Ser No	Type of Incidences due to Patrolling lapse	Penalty points (units)
(a)	Molestation case, single person involvement.	80
(b)	Molestation case where a group of miscreants involved	100
(c)	Eve teasing case where group of miscreants involved	50
(d)	Molestation / eve teasing / chain snatching case where helps take more than 7 minutes to arrive after reporting.	100
(e)	Rowdiness / rioting on the campus	40
(f)	Major break in of an official/residential premises and theft of goods that need some form of transportation	300
(g)	Strength deployment not relative to the deployment chart	25
(h)	Strength short fall by more than 2% on any given day without relief	10

If the incident recurred thrice, the contract shall be liable for outright termination

138. Discipline

Ser No	Type of incidence due to Disciplinary Problems	Penalty points (units)
(a)	Rude and unpleasant behavior of security personnel with campus resident (for each incident)	10
(b)	Non-compliance with instructions /orders.	20
(c)	Failure in drill test / random call	05
(d)	Recruiting/deploying illiterate personnel and / or recruiting /deploying personnel of more than 40 yrs, except in case of supervisory staff & above (for each day after recruitment /of deployment)	10
(e)	Breach/violation of contractual conditions (for each act of commission/omission) not covered in any of the above Columns	10
(f)	Failures in Physical Efficiency Test (PET) (1600 mtr Run in 08 minutes) every quarter (4 times a year)	5 points per failing candidate

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139. General Nature

Ser No	Type of incidence due to patrolling lapse	Penalty points(units)
(a)	Lack of cattle control in the area	10
(b)	Lack of cattle & canine's menace control in residential area	10
(c)	Lack of cattle & canine's menace control in campus thorough fares	10
(d)	Presence of unwanted elements in the campus	10
(e)	Unable to control Rash driving in campus	10
(f)	Entry of unauthorized vehicle in the campus	20
(g)	Charging any amount from employees against supply of uniforms	40

140. Compounding

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

(b) Continuous failure of Security Guards during duty and patrolling shall attract penalty points double of specified.

141. Reward The guards found to be fit for being rewarded, should be rewarded individually, as per the decision of Institute Infrastructure Management Committee.

142. General Mechanism

(a) Penalty Points

(i) The Security Agency shall earn penalty points on different counts as enumerated in this agreement and as per details of **Section VI**. An accumulation of 1000 points imposed on the Security Agency, shall render the security agency for penalty in the manner as is deemed appropriate by the Institute, including the termination of the contract.

(ii) Penalty / reward bonus points will be finalized by Infrastructure Management Committee once in a month during client **co-ordination meeting** to be held in the **first week of every month**.

(iii) Adjustments will be made at the end of each quarter by first adjusting reward points against penalty points. The net point balance of the penalty will be charged at the rate of Rs 500/- per point, subject to a maximum of 10% payment of that quarter and will be deducted from the bill due next month. The reward point surplus, if any will be carried forward to the next quarter. No cash reward will be due and payable to Security Agency.

(b) Joint Enquiry

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

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FINANCIAL INFORMATION

I. Financial Analysis- Details duly supported by figures from Balance Sheet /Profit and Loss Account for 3 (three) years certified by the Chartered Accountant and submitted by the bidder to the Income Tax Department (copies to be attached).

Name of Company: _____

Ser No	Details	Financial Years		
		2012-13	2013-14	2015-16
(i)	Gross annual turnover in Security & Intelligence services.			
(ii)	Profit /Loss			
(iii)	Financial Position: (a) Cash (b) Current asset (c) Current liabilities (d) Working capital (b-c) (e) Current Ratio: (f) Current Assets/ Current Liabilities (b/c) (g) Acid Test Ratio Quick Assets/ Current Liabilities(a/c)			

II. Up-to-date Income Tax Clearance Certificate

III. Certificate of Financial Soundness from Bankers of Applicant.

IV. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of the applicant)

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EXPERIENCE IN SECURITY AND ALLIED SERVICES
(GIVE DETAILS OF ALL CONTRACTS COMPLETED
DURING THE LAST FIVE YEARS)

Name of Company: _____

Ser No	Name of Contract, Location and Strength deployed	Name of Client	Annual Cost of Contract	Date of Commencement as per Contract	Period of Contract	Litigation Arbitration pending/ in progress with details	Name, Address & Tele No of officer to whom reference may be made	Supporting Document (Attach copies of Work Orders & Completion Certificates)
1	2	3	4	5	6	7	8	9

Note : Above experience sheet must be supported by authentic certificates from service taking organization.

(Signature of the applicant)

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CONTRACTS UNDER EXECUTION OR AWARDED

Name of Company: _____

Ser No	Name of Contract with Location and strength deployed	Name of Client	Annual Cost of Contract	Date of Commencement as per Contract	Period of Contract	Name,Address & TeleNo. of officer towhom referencemay bemade	Attach copies of Work Orders
1	2	3	4	5	6	7	8

Note: Above form must be supported by authentic documents e.g. Work Orders etc

(Signature of the applicant)

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PERFORMANCE REPORT OF CONTRACTS REFERRED IN FORMS B & C

(Furnish this information for each individual contract from the employer for whom the contract was executed)

Name of Company : _____

1.	Name of Contract, Location & Strength	
2.	Agreement No.	
3.	Annual Value of Contract	
4.	Date of Start	
5.	Date of Completion	
6.	Performance Report	
	(a) Quality of Service	: Excellent/ Very Good / Good/ Fair
	(b) Resourcefulness	: Excellent/ Very Good / Good/ Fair
7.	Any penalty imposed for bad performance	
8.	Any litigation pending	

(Signature)
Senior Level Officer of the Client
(Seal of the organization)

Date : _____

Place : _____

Signature of the Tenderer with Seal & Date
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COMPANY'S ORGANIZATIONAL STRUCTURE

Name of Company: _____

1.	Name and Address of Applicant		
2.	Telephone No, Mobile No and E-mail address		
3.	Legal status (Attach copies of original document defining the legal status)		
	(a)	An Individual	
	(b)	A Proprietary Firm	
	(c)	A Firm in partnership	
	(d)	A Limited company or corporation	
4.	<u>Particulars of registration with registrar of companies ESI, EPF, Sale Tax etc (Attach attested photocopies)</u>		
	(a)	Registration Number	
	(b)	Organization/ Place of Registration	
5.	Name and title of Directors and Officers with designation and contact numbers who will be directly concerned with this work.		
6.	Have you or your constituent partner(s) been debarred / black listed from tendering in any organization at any time? If so, give reasons and outcome.		
7.	Any other information considered necessary but not included above.		
8.	States where security services provided and Registration obtained		

(Signature of the applicant)

Signature of the Tenderer with Seal & Date

DETAILS OF SECURITY AND ADMINISTRATIVE OFFICERS ONCOMPANY PAYROLL

Name of Company : _____

Ser No	Designation	Strength (including all)	Names of Executives only*	Qualification	Professional experience	Contact No	Remarks
1	2	3	4	5	6	7	

(Signature of the applicant)

Note: *Please mention the names of executive level employees only.

Signature of the Tenderer with Seal & Date

MONTHLY PRICE SCHEDULE FOR SECURITY SERVICES

Name of Company: _____

Ser No	Category (Strength/ Unit Rate per unit)	Amount (Rs)	
		In Figure	In words
1.	Total monthly package (to include salary of Supervisors, Gunmen, Security Guards.This shall vary depending upon biannual increase of minimum wages by Central Govt as per Minimum Wages Act 1948 and the Minimum Wages (Central) Rules 1956)*	The amount shall vary depending on No of days in a month, wage rate revision during April and October every year. Hence only % of service charge be included at S No 2 below.	
2.	Service charges %		

Notes:-

- (a) Excluding contributions towards ESI and EPF, which shall be reimbursed by the Institute.
- (b) Financial Evaluation will be carried-out based on **service charge percentage** on salary bill excluding EPF & ESI.

Notes:

1. The number shown above are only indicative and the actual Nos will be decided by the Infrastructure Management Committee in consultation with the security agency from time to time and depending upon the threat perception as perceived by the Institute.
2. The **service chargepercentage quoted in Price Schedule shall be inclusive of all taxes, levies, wages** of personnel including incentives if any, cost of minor equipment such as batons, torch, consumables such as electricity, uniforms of the personnel, contingent expenditure incidental to the work and contractor`s profit etc (excluding contribution towards ESI and EPF.)
3. No payment other than as specified in the price schedule **Form H** for each item which has been duly accepted by the party, shall be payable to the successful bidder. However, contribution towards ESI and EPF shall be reimbursed by the Institute.
4. The tenderer shall attach a separate sheet for showing rate analysis for each item of the schedule. If he is unable to justify the rates, his offer is liable to be rejected.

Signature of the Tenderer with Seal & Date

LETTER OF TRANSMITTAL

From:
M/s-----

To: The Director
Indian Institute of Technology
Jodhpur- 342011

(Tenderer)-----

SUB: "Providing round the clock contractual security for the campus of Indian Institute of Technology Jodhpur"

1. Having carefully examined the Tender Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
2. We enclose herewith Earnest Money Deposit (EMD) for a value of Rs 2,00,000/-(Rupees two lakh only) in the form of Demand Draft No. _____ dated _____ issued by _____ in favour of Director, IIT Jodhpur payable at Jodhpur. (Name of Bank & Branch.
3. We certify that we have carefully read each and every condition and scope of work given in the Bid document and having understood the same we confirm our acceptance without any condition or deviation.
4. We agree to keep the Bid valid for a period of 90 (Ninety) days from the date of Bid opening and shall remain binding on us and may be accepted at any time before the expiry of that period. We also understand that we shall not withdraw this Bid during this period of 90 (Ninety) days and in the event of default, Institute shall have the right to forfeit 100% of the Earnest Money Deposit without assigning any reason.
5. Should this Bid be accepted, we hereby agree to abide by and fulfill all terms and conditions of Bid document and in default thereof, to forfeit the Earnest Money Deposit (EMD)absolutely. We understand that The Institute is not bound to accept the lowest or any other Bid received, fully or in part thereof.
6. Unless and until a formal contract is prepared and executed, this Tender Document together with written acceptance of tender thereof shall constitute a binding contract between Institute and ourselves.
7. We certify that all the statements made and information supplied in the enclosed forms A to H and accompanying statements/documents are true and correct.
8. We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply.
9. We hereby submit our offer in two parts as required under the Terms & Conditions of the tender document.

Signature of the Tenderer with Seal & Date

10. We submit the following certificates in support of our suitability, know-how & capability for having successfully completed the following contracts:

Ser No	Name of contracts	Certificate from
---------------	--------------------------	-------------------------

(Give in brief and may attach a separate sheet)

No of Enclosures:

Date of submission :

Signature of the applicant

Witness:
(Name & Address)

For and on behalf of
(Seal & signature of the company)

Signature of the Tenderer with Seal & Date
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Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper bythe Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

(Or)

I / We _____ (Tenderer) hereby declare that the Firm / agency namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years wef _____ to

_____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, IIT Jodhpur and EMD / performance security shall be forfeited.

In addition to the above, Director, IIT Jodhpur, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Signature of the Tenderer with Seal & Date