



**TENDER NOTICE FOR HIRING OF AGENCY FOR PROVIDING
SECURITY ALLIED SERVICES AND OUTSOURCED STAFFS**

AT

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
BCE CAMPUS, SABOUR, BHAGALPUR, BIHAR-813210**



BID DOCUMENT

Ref No. IIITBH/REG/Allied Service/Advt/2022/01

Date: 19-01-2022 (Wednesday)



A. Introduction	
<input type="checkbox"/>	Indian Institute of Information Technology Bhagalpur (IIIT Bhagalpur), hereafter referred to as the Institute or IIIT Bhagalpur , is one of the IIITs set up by MHRD, Govt. of India in Public Private Partnership (PPP) mode and it is an institute of national importance. It started functioning from the academic year 2017 in the city Bhagalpur. Bhagalpur is a city of historical importance on the southern banks of the river Ganges in the state of Bihar. The region has witnessed great educational history by having ancient universities such as Vikramshila University and Nalanda University. Indian Institute of Information Technology Bhagalpur is a joint venture of Govt. of India (50%), Govt. of Bihar (35%) and BELTRON (15%). The institute is fully residential and has separate hostels for boys and girls with proper security arrangements and other facilities. The institute started functioning from the year 2017 with B. Tech courses in two branches, namely Computer Science & Engineering and Electronics & Communication Engineering. Later considering the need of skilled manpower in the industry in the field of automation a new branch called Mechatronics Engineering was introduced in the year 2018.
<input type="checkbox"/>	Indian Institute of Information Technology Bhagalpur (IIIT Bhagalpur) invites bids from interested agencies for providing outsourced Security allied Services and staffs for its premises located in Bhagalpur, Bihar, on a contractual basis.
B. Bid Instruction	
The bidders are instructed to comply with the Bid Instructions, and the General Terms and Conditions for submission of the bid, failure to do so may lead to rejection of the bid. The tender is being invited in compliance of Rule 144 (XI) of GFR Rules.	
1.	Mode of Tender: The bid shall be submitted in two parts: Part I - Technical Bid and Part II - Financial Bid. The evaluation of bids will be done using Quality cum Cost Based Selection (QCBS) Methods.
2.	The source of tender: IIIT Bhagalpur website: https://www.iiitbh.ac.in/tender
3.	Tender fee: Demand Draft / Pay Order of an amount of Rs. 1000.00 (Rupees One Thousand Only) in favour of “IIIT Bhagalpur” payable at “Bhagalpur”.
4.	The bidder who fulfils the eligibility criteria should only apply.
5.	The bidder must follow the Central Government Rates of this Zone for security personnel and daily wages staffs. Bids not complying with this will be rejected.
6.	The bidder shall quote the well justified service charges for providing the said services. If any bidder quotes “Nil” charges/consideration over and above the minimum wages and unjustified quotes , the bid shall be treated as unresponsive and will not be considered.
7.	The total amount quoted should be rounded off and written both in figures and in words. If there is any discrepancy between the two, the amount mentioned in words will prevail.
8.	a) Bids should be free from erasures, alterations etc. The entries in the bid form should be legible and clear. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. b) No overwriting or cutting is permitted in the Financial Bid. In such case, the tender shall be summarily rejected. Cutting, if any, in the Technical Bid must be signed by the person authorized to sign the bid.
9.	Conditional bids/offers shall be summarily rejected.
10.	Each page of the bid should be properly numbered and indexed. The bidder shall sign each page of this document with the name and title of the person signing the tender, with a rubber stamp of the bidder and date.



11.	The bidder is advised to visit the premises of IIIT Bhagalpur and acquaints himself/themselves with the operational system. However, it shall be deemed that the bidder has undertaken a visit to the Institute and is aware of the operational conditions prior to the submission of tender documents.
12.	All clarifications on the clauses of the tender document, if any, should be sought through email from registrar@iiitbh.ac.in before the Pre-Bid Meeting. The clarifications will be given in the Pre-Bid Meeting, and no other written or oral communication shall be entertained and shall not be taken binding to IIIT Bhagalpur. The bidders may also note that no request for clarifications will be entertained after the Pre-Bid Meeting.
13.	a Last date for sending email queries for Pre-Bid Meeting is 28.01.2022 on 11:00 AM. b Bids submitted after deadline shall not be accepted under any circumstances whatsoever.
14.	A pre-bid meeting would be conducted at the Conference Room, IIIT Bhagalpur on 28.01.2022 on 11:00 AM. A maximum of 02 authorized representatives will be allowed to attend the Pre-Bid meeting.
15.	Bid must be submitted giving complete details as sought below- a Technical Bid One envelopes duly super scribed as “ Technical Bid/IIITBH/REG/Allied Service/Advt/2022/01 ” which should consist of the technical bid along with details of Annexure I, III, IV, V, VI & VII mentioned below. The Technical Bid shall be prepared and submitted in the form of a book. It means that the bidder will get the spiral binding to make a book with all necessary documents. i the signed copy of this tender document (all pages) ii Annexure I, along with valid documents for proof of certificates and claims made under Eligibility criteria iii Annexure-III – Bid Declaration Form iv Annexure-IV - Tender/Conditions Acceptance Letter v Annexure-V - Certificate of Ethical Practices vi Annexure-VI – Declaration-cum-undertaking vii Annexure-VII - Contact details of establishments, service provider has previously provided security service b Financial Bid Another Envelop duly super scribed “ Financial Bid/IIITBH/REG/Allied Service/Advt/2022/01 ”. This should consist of Financial Bid duly filled and signed as per Annexure-II . No other format will be accepted. c Both the Envelopes as mentioned above should be sealed separately and kept in another bigger envelope duly super scribed as- “ Technical & Financial Bid/IIITBH/REG/Allied Service/Advt/2022/01 ”
16.	Address The Tenders should be addressed to: The Registrar Incharge IIIT Bhagalpur BCE Campus, Sabour Bhagalpur – 813210, Bihar, India
17.	Last Date and Time of Receipt of Tenders The last date of bid submission is 18.02.2022 by 03:00 PM. The bidders should ensure that their bids are submitted by the speed post at the Registrar office of IIIT Bhagalpur by the time and date mentioned above. Any other mode of delivery of the bid document shall be summarily rejected. IIIT Bhagalpur shall not be responsible for any delay(s).



18.	Date of Technical Bid Opening and Evaluation of bids through QCBS methodology The technical bid will be opened in the presence of the bidders, if any, on 21.02.2022 at 11:00 AM at the Conference Room, IIIT Bhagalpur. The committee will be constituted by the Director, IIIT Bhagalpur for evaluation of technical bids and preparation of QCBS matrix. The complete selection process is attached as per the QCBS methodology (please see Annexure-VIII).
20.	The bidders are requested to study the terms and conditions of the tender document carefully and then submit their tenders accordingly. Any tender received and any contract resulting from this NIT shall be governed by the terms and conditions indicated in the tender document, and the bidder quoting against this tender shall be deemed to have read, understood, and accepted the same.
C. Eligibility Criteria	
Introduction: The bidder should satisfy each and every criterion mentioned in this section, and proofs for these criteria are to be enclosed. Bidder not meeting these criteria will be summarily rejected. Moreover, original copies of valid documents submitted in support of the claims must be produced to the committee, failing which the bid will be summarily rejected. If a bidder is unable to produce original documents, the tender will be summarily rejected . If any document is found to be forged, the tender will be summarily rejected, and the bidder will be debarred for a period of one year for further bidding of any tender in IIIT Bhagalpur, and the Institute shall be at liberty to intimate this debarment to Government of India Institutions/organizations/PSUs.	
1.	The bidder must have a licence under The Private Security Agencies (Regulation) ACT, 2005, for supplying security services in the State of Bihar.
2.	The bidder must have Labour Licence under Contract Labour (Regulation and Abolition) Act, 1970.
3.	The bidder must have EPF registrations.
4.	The bidder must have ESI registrations.
5.	The bidder must have Trade Licence.
6.	The bidder must have TIN/PAN and GST registration.
7.	The bidder should have Income Tax Return Acknowledgment of last 02 years & GST Certificate.
8.	The bidder must have ISO 9001:2015 or must be an ISO certified Security Provider.
9.	The bidder must have monthly attendance certified by the client, challan of ESI, EPF, bank details of each security personnel, maintenance staffs (daily wages) month wise, deployed at Govt. of India Institutions/organizations/PSUs for minimum of last 12-month.
10.	The bidder shall have an average annual turnover of at least ₹01 (One) crores for the last two financial years, 2019-20 and 2020-21. For financial soundness, Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant must be submitted for last two financial years. The Profit & Loss Account and Balance Sheet should be accompanied by supporting schedules.
11.	The bidder should have Security, daily wages staffs and Outsourced office staffs Service for at least 1.5 years consecutively in Government of India Institutions/organizations/PSUs, and have the experience to provide trained security personnel and outsourced staffs as desired in the tender document.
12.	The bidder must produce a “Satisfactory Performance” certificate from organizations (seal and signed by the Registrar/Head of the Institutions/Department) where the bidder has provided Security service at least 2.0 years.
13.	The bidder may have own training centre or collaboration with other authorized training centre. The training centre should have requisite infrastructure and training facilities in order to impart training. The Institute authority shall have the right to inspect both indoor and outdoor training facilities.
14.	The bidder shall have a health and safety policy and security plan: in case of fire, disease, discipline, etc.



15.	The bidder should have well-trained personnel properly engaged in security service and should have well qualified (skilled and highly skilled) outsourced staffs.	
	a	The bidder should have at least more than 30 number of manpower (including daily wages and monthly salary office staffs) supplied against a single security contract of at least 2.0 years duration in any Government of India Institutions/organizations/PSUs.
	b	The security personnel should be well-trained, holding a training certificate.
16.	The bidder may have its branch or regional office, located not more than 50km in aerial distance from IIIT Bhagalpur campus. The location and address of the regional office at Bhagalpur with contact number and email must be mentioned on their company letter head.	
17.	On the date of submission of tender, the bidders must not have any pending court cases	
	a	against IIIT Bhagalpur, and
	b	against their services with any organization. For this purpose, the bidder may submit a self-declaration as per ANNEXURE -VI. However, if the claim is found to be wrong during the processing of the bid, the bid shall be summarily rejected. Moreover, if the claim is found to be wrong after awarding the contract, the contract shall be terminated immediately, and other punitive action as deem fit by the competent authority shall be taken against the defaulter.
18.	The bidder should not be blacklisted by the Government of India Institutions/organizations/PSUs on the date of submission of tender. For this purpose, the bidder may submit a self-declaration as per ANNEXURE -VI. However, if the claim is found to be wrong during the processing of the bid, the bid shall be summarily rejected. Moreover, if the claim is found to be wrong after awarding the contract, the contract shall be terminated immediately, and other punitive action as deem fit by the competent authority shall be taken against the defaulter.	

D. Scope of Work and Obligation of the Service Provider

The successful bidder of this tender hereafter will be referred to as **Service Provider**.

1.	Overall Responsibility	
	a	The Service Provider shall be solely responsible for overall security arrangements in IIIT Bhagalpur campus, providing maintenance and outsourced staffs to IIIT Bhagalpur as per the requirements of the Institute.
	b	The service provider shall have to supply outsourced staffs (Skilled & Highly skilled) and to undertake miscellaneous jobs under contract/outsourcing mode as per requirements, towards the institute premises under the scope of service in the IIIT Bhagalpur campus.
c	The Service Provider shall be solely responsible for safeguarding the safety and security of the people, materials, and equipment of IIIT Bhagalpur. The Service Provider has to abide by the relevant terms & conditions while discharging the duties as per norms of IIIT Bhagalpur. The security personnel will keep close watch and control at all points of entry and exit, including the location of posting, check all incoming and outgoing personnel and vehicles. Any negligence and lapses will make the concerned guard responsible and accountable and invite punitive action as will be deemed fit by IIIT Bhagalpur.	
2.	Manpower Guarding Hours/Duration per shift per day/Location of Posting Guarding the Institute shall be round the clock, i.e., 24 hours per day. The decision of the Competent Authority IIIT Bhagalpur on shifts and other working arrangements will be final and binding on the Service Provider. The Competent Authority of IIIT Bhagalpur has the right to take suitable punitive action if any lapses are found at the place of posting, which will have a direct bearing on the performance of the bidder. The maintenance and outsourced staffs shall do their duty during office hours of the institute as per the direction of the competent authority of the institute.	



	a	Security Guards and Security Supervisor		
		08 Hours SHIFT per day per ENGLISH Calendar Month including Weekly off day and Holidays as per requirement & direction of the Competent Authority of IIIT Bhagalpur.		
	b	Maintenance Staffs		
		Institute office hours per day per ENGLISH Calendar Month with weekly off on Sundays and Holidays as per requirement & direction of the Competent Authority of IIIT Bhagalpur.		
	c	Outsourced Staffs		
		Institute office hours per day per ENGLISH Calendar Month with weekly off on Sundays and Holidays as per requirement & direction of the Competent Authority of IIIT Bhagalpur. They also may be called on Sundays and Holidays as per the requirement of the institute works.		
d		Maintenance of Register		
		The following registers have to be maintained by the Service Provider regarding the deployment of security guards, working hours, payment of wages, etc., which has to be duly signed by the Service Provider or its representative and the Security In-Charge IIIT Bhagalpur on a monthly basis. Otherwise, monthly bills/payments will not be released.		
	i	Attendance Register to record the duty of guards at a particular post. The “Time In” and “Time Out” of the security guards must be recorded for each shift. There should also be Attendance Register for maintenance staffs, and outsourced staffs.		
	ii	Wages Payment Register		
3. Quantity of manpower requirement is detailed below:				
a.	Category of Manpower		Description	No. of personnel required*
	Unskilled (Security Guards, Cleaners, Gardeners, etc.)		As per the prevailing rates of Ministry of Labour & Employment, Govt. of India	42
	Skilled (Security Supervisors)			03
	Skilled (Junior Attendant, LAB Attendant, Jr. Assistants, Electrician, Caretaker)		On fixed monthly salary basis[#]	12
	Highly Skilled (Account Executive, Audit Executive, Junior Technical Superintendent, Application Engineer, E-state officer, Placement Officer)			11
b.	*The manpower requirement is approximate only, which may increase or decrease based on the requirement and the decision of the competent authority of IIIT Bhagalpur. [#] The salary and qualification of the outsourced (skilled and highly skilled) staffs and requirements will be decided by the authority only.			
4. Other Daily work obligations				
a	Security services are to be provided round the clock in three shifts, including Sunday and all Holidays. Further, maintenance & outsourced staffs are to be provided as per the requirements of the Institute.			
b	As instructed by the authorized official of the institute, the outsourcing service shall be required to supply required manpower on all working days during office hours and as and when required beyond working days or working hours.			



c	No outsiders are allowed to enter the building without a proper Gate Pass issued by the Authorized Officer/Person of IIIT Bhagalpur at the gates. The outgoing material shall be thoroughly checked for supportive documents, and the authorized signature shall be verified at the gate. The guard shall make relevant entries in the “material outgoing” register and endorse the supporting document with particulars of date, time, vehicle no. with office seal, etc. He shall retain the quadruplicate copy at the security office.
d	No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores.
e	The specimen signatures and mobile numbers of the above-stated officers will be made available to the Service Provider or his/her Security Personnel.
f	The staff shall be available all-time at the place of their duties as per the duty roster, and they shall not leave their place of duty without prior permission of the authorized faculty incharge of IIIT Bhagalpur.
g	The Security Supervisor will ensure that the instructions issued related to security arrangements by IIIT Bhagalpur are strictly followed, and there should be no lapse of any kind.
h	Deployment of Guards/Security Supervisors and maintenance staffs will be as per the instructions of the F/I, Security of IIIT Bhagalpur, and the same will be monitored personally by the concerned incharge from time to time for its optimum utilization.
i	Deployment of outsourced staffs will be as per the instructions of the competent authority of IIIT Bhagalpur, and the same will be monitored personally by the concerned faculty incharge from time to time for its optimum utilization.
j	The Service Provider shall deploy the full contingent of the personnel all the time and shall maintain a list of the reserves to provide the replacement and supplement strength.
k	All security personnel while on duty will come under the control of the Security section, IIIT Bhagalpur.
l	No guard shall be deployed on double duty during consecutive duty timings.
m	The Security Guards/Supervisors should be trained to extinguish a fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also take care of fire fighting in extinguishing fire or in any other natural calamities.
n	Security staff/supervisor deployed shall also participate in any emergent situations as per their role defined in the disaster plan, if any, of the Institute. Security personnel/ Supervisors should be sensitized for their role in such situations.
o	Guards should know the important telephone nos. of Security Supervisor and police, fire brigade, etc. The service provider should make necessary arrangements in all checkpoints.
p	The Guards on duty will take care of vehicles, scooters/motor-cycles/bicycles parked in the parking sites located within the premises of the Institute.
q	Lights of the campus buildings, including staircases of Quarters, etc., shall be switched on at dusk and switched off at dawn by the guards posted at their demarcated areas of duty, and other electrical appliances should be switched on and switched off as per instruction of Security Faculty In-charge.
r	The guards should also take care of all the water taps, valves, etc., installed in open spaces of IIIT Bhagalpur premises.
s	The Security Supervisor/Guards are required to display mature behaviour, especially towards staff and visitors.
t	The names of the Security Personnel, daily wages staffs, and outsourced staffs appointed/ employed by the service provider shall be made known to the Competent Authority before commencing deployment in writing. Frequent changes in the manpower deployed will not be



		allowed. The changes will be allowed only with specific approval of the Competent Authority of IIIT Bhagalpur.
	u	In case of any theft, robbery, burglary, and matter allied with the security of IIIT Bhagalpur, the concerned guard personnel will prepare F.I.R. and submit the same to the Competent Authority of IIIT Bhagalpur immediately after such incident, duly certified by the local Police Authority along with a Police Verification Report for the purpose of Insurance claim, etc. The security guard will also maintain a register accordingly and submit the same to the Competent Authority of IIIT Bhagalpur as and when required. The cost of missing materials for theft/robbery/burglary would be recovered from the Service Provider's bills.
	v	The security personnel will keep close contact with local Police Station when required.
	w	Any other provisions as advised by the Institute may be incorporated in the agreement, and the same shall also be binding on the Service Provider.
	x	The Institute is in the process of occupying more buildings to cater to the official requirements from time to time. The Service Provider may be asked to provide their security services in the additional buildings abiding by the same rates and terms & conditions as mentioned in the complete bid document.
	y	The requirement of manpower, as established, is tentative, and it may vary from time to time as per the requirement for which the agency shall supply and deploy accordingly. The number of security personnel to be deployed will be decided by the Competent Authority of IIIT Bhagalpur based on the requirement. IIIT Bhagalpur reserves the right to add or lessen the number of security personnel based on the requirement of the Institute from time to time.
	z	The Service Provider shall deploy their personnel only after obtaining IIIT Bhagalpur approval duly submitting curriculum vitae (CV) of these personnel to F/I, Security. The security incharge shall be informed at least one week in advance, and the bidder shall be required to obtain approval for all such changes along with their CVs.
	zz	The representative of the Service Provider has to visit the Institute premises once a week and brief about the happenings to the authority of IIIT Bhagalpur for smooth functioning.
5.	Issue of Identity cards & other requisite accessories	
	a	All items including identity card, uniforms, torches, batteries, walkie-talkies with adequate frequencies , lathis/ballams, batten, umbrella, raincoat, shoes and other personal requirements of security guards, gunman & security supervisor, stationery for writing duty charts and registers at security checkpoints and record keeping as per requirements will be provided by the Service Provider at their own cost .
	b	No security supervisor/guards will be allowed to attend duty without an identity card, uniform, and other requisites as mentioned above.
6.	Qualification of security personnel	
	a	The security personnel to be deployed by the service provider must be properly trained. The Security Personnel should be strong and stout, not having any ill habits nor any communicable diseases that the Service Provider will furnish a certificate stating that the security guards are trained, and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability in ANNEXURE VI .
	b	Security personnel must be
	i	a citizen of India or a citizen of such other country as the Central Government may, by notification in the Official Gazette, specify;
	ii	has completed eighteen years of age but has not attained the age of 55 years;
	iii	satisfies the Service Provider about his character and antecedents in such manner as may be prescribed;
	iv	has completed the prescribed security training successfully;



	v	fulfils such physical standards as may be prescribed and satisfies such other conditions as may be prescribed.
	vi	No person who has been convicted by a competent court or who has been dismissed or removed on the grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organisations, Central or State Governments or in any private security agency shall be employed or engaged as a private security guard or a supervisor.
c	vii	They will be responsible of duty deployment, daily roll call and briefing about duties and responsibilities. In the absence any of the Security Supervisors proper replacement shall be made in advance by the Agency.
d		Fitness Certificate. The Service Provider must produce a medical fitness certificate for all their men/women while appointing security personnel at the time of the first deployment and also to submit an annual medical certificate for all security personnel every year.
e		50% of the security personnel (Male Security Guards, Lady Security Guards & security supervisor, gardener, cleaner) engaged by the Service Provider should preferably be within the age group of 45 years. They will bear good personality, smart turnout, well dressed with neat & clean uniform and of sound health, physically fit and mentally alert. The Service Provider shall not deploy any security personnel beyond 55 years of age in any of the premises of Institute.
7.	Change or Removal of Security Personnel, Maintenance, and Outsourced Staffs	
	The service provider should retain all the security, maintenance, and outsourced office staffs who are currently working at IIIT Bhagalpur. Any change of security personnel, Maintenance, and Outsourced Staffs should be done with the prior approval of the Competent Authority of IIIT Bhagalpur. The decision of the Institute will be final in the matter of withdrawal/removal of any of the Security personnel/staffs deployed by the Service Provider and shall be binding on the Service Provider.	
8.	No sub-letting	
	The Service Provider shall not engage in any such sub-bidder or transfer the contract to any other person in any manner.	
9.	Payment of Wages	
a	The Service Provider shall be wholly responsible for the minimum wage payment as per the central labour act. As and when the minimum wages rate is changed by the Govt. of India, the Service Provider shall pay the revised rate to their workers as on the date and shall apply for reimbursement of the expenditure by raising a bill. In addition to the monthly salary, the Service Provider shall also have to extend statutory benefits provided under EPF & Misc. (Prov.) Act. 1952, ESI Act and other benefits in terms of the applicable Labour Laws. Failure to do so would be liable to termination of the contract immediately.	
b	i	The successful bidder is to pay statutory dues such as basic wage, VDA, EPF, ESI, GST, bonus, etc., as applicable, to the security & maintenance staffs under them as per the existing rate of the Government.
	ii	E.P.F., E.S.I., and Bonus are in accordance with the prescribed rate on minimum wages. Payments of the elements like EPF contribution, ESI contribution (wherever applicable) would be paid for the previous month on the production of authenticated document regarding the deposition of statutory elements to the appropriate authority.



	c	A copy of acquaintance along with a bank receipt of the actual deposit showing the payment to each of the security supervisors, guards, maintenance and outsourced staffs, should be furnished to IIIT Bhagalpur Office along with the monthly bill.
	d	The Service Provider shall pay wages directly to the workmen through Bank Transfer within the 7 th day of every month. Payslip shall be given to the individual security supervisors, guards, maintenance and outsourced staffs each month along with the monthly payment.
	e	Every monthly bill should be attached with the documents- payment of wage including EPF, ESI of the previous month including bank transfer for daily wagger security supervisors, guards, and maintenance staffs.
	f	The Service Provider is to keep a duplicate copy of the bills in the Service Provider's custody in case of any verification, which is to be produced in the Institute as and when required.
	g	IIIT Bhagalpur shall have no responsibility, statutory obligation towards taxes, fees, all relevant and applicable Labour laws, Govt. Rules & Regulations in force related to Salary, Statutory payments, ESI, EPF, and bonus, etc., for the execution of the contract.
	h	The Service Provider shall abide and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum wages act, Contract Labour (Regulation and abolition) Act, EPF, ESIC, and various other Acts as applicable from time to time regard to the personnel engaged by the Service Provider for the Institute.
	i	In the event of default being made in the payment of any money in respect of wages of any person deployed by the Service Provider for carrying out of this contract and if a claim, therefore, is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Institute may, failing payment of the said money by the Service Provider, make payment of such claim on behalf of the Service Provider to the said Labour Authorities and any sums so paid shall be recoverable by the Institute from bidder.
	j	If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by IIIT Bhagalpur, such money shall be deemed to be payable by the Service Provider to IIIT Bhagalpur within seven days. The Institute shall be entitled to recover the amount from the Service Provider by deduction from the money due to the Service Provider or from the Performance Security.
	k	The Service Provider shall provide copies of relevant records during the period of contract or otherwise, even after the contract is over whenever required by IIIT Bhagalpur.
	l	If, as a result of post-payment audit, any overpayment is detected in respect of any work done by the Service Provider or alleged to have done by the Service Provider under the tender, it shall be recovered by IIIT Bhagalpur from the Service Provider.
	m	No payments shall be made by the Institute to the individuals deployed by the Service Provider under any circumstances.
	n	The Security staff shall not accept any gift in any shape.
	o	The Service Provider shall have at their own cost to ensure the correct and satisfactory performance of their liabilities and responsibilities under the contract.
10.		Familiarization Workshop IIIT Bhagalpur will allow familiarization of the security arrangements required to be done by the personnel to be deployed by the Service Provider under the contract for 2 to 3 days, and this period will not be counted as shift manned by Service Provider's personnel for the purpose of payment under the contract.
11.		Mechanism For Good Performance
	a	The bidder shall have their own Establishment/Setup/Mechanism, etc., at their own cost to ensure correct and satisfactory performance of their liabilities and responsibilities under the contract.



	b	Adequate supervision will be provided to ensure the correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the bidder deployed, the supervisory staff will move in their areas of responsibility.
	c	The bidder will deploy Supervisors or suitable persons with an experience of 03 (three) or more years of security-related jobs, as per the requirement given by the Institute. The bidder will be bound to carry out the instructions given by the Institute from time to time with promptness.
	d	All necessary reports and other information will be supplied immediately as required, and regular meetings will be held with IIIT Bhagalpur.
12.	Indemnification of IIIT Bhagalpur	
	a	The Service Provider shall indemnify and hold IIIT Bhagalpur harmless from and against all claims, damages, losses, and expenses arising out of or resulting from the works/services under the contract provided by the Service Provider.
	b	IIIT Bhagalpur shall not be under any obligation for providing employment to any of the workers of the Service Provider after the expiry of the contract. The Institute does not recognize any employee-employer relationship with any of the workers of the Service Provider.
	c	No suit, prosecution, or other legal proceedings shall lie against the Institute or any other officer authorised by it in respect of anything in good faith done or intended to be done under this Contract.
	d	Any liability arising out of any litigation (including those in consumer courts) due to any act of Service Provider's personnel shall be directly borne by the Service Provider, including all expenses/fines. The concerned Service Provider's personnel shall attend the court as and when required.
13.	Accident or Injury to Workmen	
	a	All liabilities shall be borne by the Service Provider that are arising out of accident or death while on duty.
	b	The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract. The Service Provider shall indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect or in relation thereto.
15.	Theft/Damage to Property	
	a	The Service Provider shall be responsible for making good to the satisfaction of the Institute any loss or any damage to all structures and properties within the Institute premises. If such loss or damage is due to fault and/or the negligence or wilful acts or omission of the Service Provider, their employees, agents, representatives, shall make good the loss as assessed by the constituted committee of IIIT Bhagalpur.
	b	The Service Provider shall be liable and legally bound to pay the Institute an equal amount of the value of such property lost, damaged, or stolen due to lapses on the part of the security personnel deployed by the Service Provider at the current market price. The Institute will deduct such amount from the Service Provider's monthly bills within two months from the date of occurrence of such happenings or as decided thereto. Non-renewal of contract, lapse of contract, etc., shall not debar the Institute in any form in claiming such amount or money as compensation for loss, damage of theft.
16.	Transportation of Personnel	
	The Service Provider shall make its own arrangements for the transportation of its employees.	
17.	Compliance with Statutory Requirements by the Bidder	
	a	All statutory requirements concerning the maintenance of records have to be adhered to.



	b	Any other statutory obligations as per the Contract Labour Act and other laws not mentioned here are to be complied in due course of time.
18.	Absentee and Replacement	
	a	In case any of Service Provider's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of a number of guards/supervisors absent on that particular day shall be levied by the Institute, and the same shall be deducted from the Service Provider's bills.
	b	In case any of Service Provider's personnel deployed under the contract fails to report in time and the Service Provider is unable to provide suitable in time for the same, it will be treated as absence and penalty as mentioned in point 18 (a) shall be levied.
	c	Replacement to be provided within 24 hours from the time of intimation as and when required during illness/absence of security guard/cleaner/gardener.
19.	Penalty for Poor and Unsatisfactory Performance	
	a	In case of any complaint against any of the security supervisor/guard/cleaner/gardener and outsourcing staffs for misconduct, inefficiency, lack of physical fitness, or any other ground, the Competent Authority of IIIT Bhagalpur has the right to ask for immediate replacement of such security personnel.
	b	For poor and unsatisfactory performance, appropriate action as deemed fit under the contract shall be imposed on the recommendation of a committee, constituted by the competent authority, and the decision of the committee shall be final and binding on Service Provider.
	c	The Institute shall have authority to impose a penalty on the recommendation of the committee, on any Security personnel, on duty found under the influence of any drug or intoxicants or found guilty of misconduct or found to claim false attendance and shall take such other action as may be required under the circumstances.
	d	In case any public complaint is received attributable to misconduct/misbehaviour of the Service Provider's personnel, a penalty of ₹500/- for each such incident shall be levied, and the same shall be deducted from the Service Provider's bill. Further, the concerned Service Provider's personnel shall be removed from the Institute premises immediately.
	e	In case the bidder fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserves the right to impose the penalty as detailed below -
	i	That if the Service Provider violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of the faculty incharge authorized by IIIT Bhagalpur on this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
	i	After four weeks' delay, IIIT Bhagalpur reserves the right to cancel the contract and withhold the agreement and get their job carried out, preferably from any other security agency/other Service Provider(s). The difference, if any, will be recovered from the Service Provider's bill and also shall be blacklisted for a period of 4 years to participate in such type of tender, and their earnest money/security deposit may also be forfeited, if so warranted.
20.	Activity Prohibited	
	a	The Service Provider shall ensure that its personnel shall not at any time, without the consent of the institute in writing, divulge or make known any trust, accounts matter, or transaction undertaken or handled by the Institute and shall not disclose any information about the affairs of the Institute. This clause does not apply to the information, which becomes public knowledge.



	b	During the course of the contract, if any personnel of the Service Provider is found to be indulging in any corrupt practices causing any loss of revenue to the Institute shall be entitled to terminate contract forthwith duly forfeiting the bidder's Performance Security.
	c	Under the terms of their employment agreement with the Service Provider, the Security staff shall not do any professional or other work for reward or otherwise, either directly or indirectly, except for on behalf of the Service Provider.
	d	Security staff engaged by the bidder shall not take part in any staff union and association/political activities.
	e	Security personnel on duty must not be under the influence of any drug or intoxicants.
21.	Observation of Health Protocol	
	a	The Service Provider will be responsible for all their employees in observing security and safety regulations, and instructions as may be issued by the Institute from time to time.
	b	The Service Provider shall get guards and supervisors screened for visual, hearing, gross physical defects, and contagious diseases and will provide a certificate to this effect for each personnel deployed. Only physically fit personnel shall be deployed for duty.
	c	The Service Provider shall ensure that all protocol instructions given by the Government of India are properly followed concerning COVID-19 or any other disease, which are epidemic/pandemic in nature.
22.	The Service Provider's Staff Not Treated as Institute Staff	
	The Service Provider's staff will not be treated as the Institute's staff for any purpose whatsoever. The Service Provider shall be responsible for strict compliance with all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The Institute shall not be liable to any penalty under relevant rules, enactment, or related regulations for which Service Provider is responsible under the law.	
E. General Terms and Conditions		
1.	Duration of Contract	
	The contract shall be valid initially for a period of three -year subject to satisfactory performance. On satisfactory performance, the contract may be extended for a further period of two years on a yearly basis on the same terms and conditions. However, the terms and conditions of the contract can be revised on mutual agreement in the extended period.	
2.	The tender document is not transferable.	
3.	Manpower Requirement	
	The manpower requirement, including Leave Reserve, is approximately 65. The requirement of manpower, as established, is tentative, and it may vary from time to time as per the requirement for which the Service Provider shall supply and deploy accordingly. The number of security personnel and outsourcing staffs to be deployed will be decided by the Competent Authority of IIIT Bhagalpur based on the requirement. IIIT Bhagalpur reserves the right to add or lessen the number of security personnel or outsourcing staffs based on the requirement of the Institute from time to time.	
4.	Validity of the Bid	
	The bids submitted shall remain valid for acceptance for a period of 90 (Ninety) days from the date set for the opening of the tender. The bidder shall not be entitled during the said period of validity to revoke or cancel his tender or modify the tender given or any item thereof.	
5.	The bidder must follow the Central Government Rates of this Zone for security personnel. Bidder not following this will be liable to be rejected.	
6.	The bidder shall quote the service charges for providing the said services.	



8.	EMD In terms of Ministry of Finance, Govt. of India, OM No. F.9/4/2020-PPD dt.12 th November 2020, bidders are not required to submit EMD for this tender. However, a Bid Security Declaration has to be submitted as per Annexure-III.
9.	Production of Original Documents The bidder has to produce all original documents for verification before awarding of contract (on the date fixed by IIIT Bhagalpur) and no further extension will be given, and if the bidder is unable to produce original documents or any document found forged/false or wrong information has been provided by bidder during online tendering, the tender will be summarily rejected and will be debarred for a period of one year for further bidding of any tender in IIIT Bhagalpur, and IIIT Bhagalpur shall be at liberty to intimate this debarment to all departments/organizations of government and governmental organizations.
10.	Penalty against defaulter a In case a bidder made misleading or false representations in the forms, statements, and attachments submitted in proof of the qualification requirements; and /or if the bidder withdraws the bid during the processing of the tender, IIIT Bhagalpur shall cancel the contract and blacklist the bidder for a period of 04 years or take any other punitive action as deemed fit by the competent authority of IIIT Bhagalpur. b Even though the bidders meet the above qualifying criteria, they are subjected to be disqualified in the future and shall face a similar penalty mentioned above if they have- i made misleading or false representations in the forms, statements, and attachments submitted in proof of the qualification requirements; and/or i any record of poor performance such as abandoning the Services, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
11.	Selection process for hiring agency for providing security allied services and outsourced staffs Two Stages bidding (through Quality cum Cost Based Selection (QCBS) Methodology) procedure shall be adopted in evaluation of the proposals. The selection will be done using QCBS process. 75% weightage would be given to the technical evaluation and 25% weightage would be given to the financial bid evaluation. The marking scheme is given in Annexure-VIII . The details of selection are as follows: a. The bidder should score minimum 52.5 marks (75%), out of 70 in first 4 points for qualifying for presentation round (please refer Annexure-VIII). The bidder must obtain minimum of 60% marks in presentation. The presentation will be for 10 minutes only. b. In the presentation, the agency should present their company profile, experience in supplying Manpower Services (daily wages staffs as well as outsourced staffs) in central government institutions/organizations/PSUs, Proposed Work plan and ability to extend quality service including Fire-fighting operation, rescue operation as elaborated in the demonstration/presentation before evaluation committee. c. The top 03 bidders (scoring the maximum marks in technical bid score (Ts) out of 100 (70 for Technical document evaluation and 30 marks for presentation)) shall be eligible for opening of financial bid. d. Financial bid shall be given scoring as below: The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote, as below: $F_s = 100 \times F_L / F$ Where: Fs = The financial score of the Financial Proposal being evaluated. FL= The price of lowest priced Financial Proposal.



	<p>F = The price of Financial Proposal under consideration.</p>
	<p>e. The score of technical proposal including presentation would be given 75% weightage, and the financial proposal would be given 25% weightage. The weighted combined score of the Technical bid (Ts), and Financial proposals (Fs) shall be used to rank the bidders as below: The first ranked bidder is eligible for award of the work. Combined Score = 75% x Ts + 25% x Fs</p>
	<p>The Bidders are requested to give detailed tender in two Parts: (i) Technical Bid, and (ii) Financial Bid.</p>
	<p>Technical Bid Requirements</p>
a	<p>The bid of any bidder which has not met the eligibility criteria will be summarily rejected and bid(s) which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.</p>
b	<p>The tender will be rejected if any document not attached or the validity of the certificate/document has been expired, and no further chance/correspondence will be made.</p>
c	<p>All bidders that will fulfil the Eligibility criteria, bid instruction and Tender terms & conditions will be eligible for the QCBS evaluation. The tender will be disqualified if valid original documents are not produced.</p>
d	<p>After the opening of the technical bid, the attached documents will be checked. The technical evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.</p>
	<p>Financial Bid Requirements</p>
a	<p>The financial bid should be duly filled and signed as per Annexure-II. No other format will be accepted.</p>
b	<p>The bidder shall quote the well justified service charges for providing the said services. If any bidder quotes “Nil” charges/consideration over and above the minimum wages and unjustified quotes, the bid shall be treated as unresponsive and will not be considered.</p>
12.	<p>Award of Contract to the successful bidder</p>
a	<p>IIIT Bhagalpur will intend to award the entire contract under the tender to only one successful bidder.</p>
b	<p>The bidders shall be evaluated based on overall score using the Quality and Cost Based Selection (QCBS) method, wherein the total score shall consist of technical evaluation and financial bid, and contract shall be awarded to the bidder getting the highest total score as per QCBS matrix.</p>
13.	<p>Performance Guarantee /Security Deposit</p> <p>The successful bidder shall submit a Performance Guarantee for an amount of ₹1,50,000 (Rs. One Lakhs fifty thousand only) from any Nationalized Bank in a prescribed form, in favour of <u>Indian Institute of Information Technology Bhagalpur, Bhagalpur, Bihar – 813210</u> within 30 days’ time from the date of letter of acceptance/work order. The Performance Security should remain valid for a period of sixty days (60) beyond the date of completion of the Contract. It shall be the guarantee for the faithful and due performance of the contract by the bidder in accordance with the terms and conditions specified in this contract. The performance guarantee will be returned to the bidder without any interest after its expiry subject to fulfilment of all contractual obligations by the bidder.</p>
14.	<p>Right of the Institute</p> <p>The acceptance of the quotation will rest solely with the Director, IIIT Bhagalpur, who in the interest of the Institute and reserves the right to himself to reject or accept any quotations without assigning any reasons.</p>



15.	Force Majeure At any time during the currency of the contract, either bidder is subject to force majeure , which can be termed as a civil disturbance, riots, strikes, tempest, acts of God, etc. which may prevent either party to discharge their obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be a reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
16.	Termination a The Institute shall at any time be entitled to determine and terminate the contract for any cause, including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the Institute to the bidder shall be issued giving 30 (thirty) days' time for such termination without assigning any reasons thereof. No compensation will be paid on account of the termination. A 03 (three) months' time notice will be given by the bidder to the Institute. b Termination of the contract shall not relieve the bidder from any of their obligation imposed by the contract with respect to the work performed by them prior to such termination. c In case of termination of the contract, IIIT Bhagalpur reserves the right to get the work done by deploying other Bidder/Agencies. The cost incurred for the above will be recovered from the bidder's bill & Security Deposit.
17.	Arbitration a In the event of any question, dispute/difference arising under this agreement or in connection herewith (except as to the matters of the decision of which is specially provided under this agreement), the same shall be referred to the sole arbitration to the Director, IIIT Bhagalpur. b The arbitrator will be nominated by the Director, IIIT Bhagalpur. c The award of the Arbitrator shall be final and binding on the parties. d The expression Director, IIIT Bhagalpur shall mean and include an acting Director. e Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996, and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under the clause.
18.	Jurisdiction The contract shall be governed by and construed according to the law in force in India. The bidder shall hereby submit to the jurisdiction of the courts situated at Bhagalpur for the purpose of actions of any proceedings arising out of the contract, and the courts at Bhagalpur only will have the jurisdiction to hear and decide such actions and proceedings.



ANNEXURE-I

COMPLIANCE TO ELIGIBILITY CRITERIA

(To be verified on the basis of supporting documents submitted by the bidder)

Sl. No.	Particulars	Whether Possess or not? (Yes or No)	Whether Proof enclosed? Yes or No	Page no.
1.	Licence under The Private Security Agencies (Regulation) ACT, 2005, for supplying security services in the State of Bihar.			
2.	Labour Licence under Contract Labour (Regulation and Abolition) Act, 1970.			
3.	EPF registrations			
4.	ESI registrations			
5.	Trade Licence			
6.	TIN/PAN and GST registration			
7.	Income Tax Return Acknowledgment of Last 2 years & GST Certificate.			
8.	ISO 9001:2015 Certificate			
9.	Annual turnover of at least ₹01 crores per annum for the last two financial years, 2019-20, and 2020-21. For financial soundness, Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant must be submitted for last two financial years. The Profit & Loss Account and Balance Sheet should be accompanied by supporting schedules.			
10.	Monthly attendance certified by the client, challan of ESI, EPF, bank details of each security personnel, maintenance staffs (daily wages) month wise, deployed at Govt. of India Institutions/organizations/PSUs for minimum of last 12-months.			
11.	Execution of Security, daily wages staffs and Outsourced office staffs Service for at least the last 1.5 consecutive years.			
12.	Possession of a “Satisfactory Performance” certificate from organizations (seal and signed by the Registrar/Head of the Institutions/ Department) where the bidder has provided Security service at least two years.			
13.	Own training centre or in collaboration with other authorized training centre.			
14.	Own health and safety policy and security plan: in case of fire, disease, discipline, etc.			
15.	Have at least more than 30 number of manpower (including daily wages and			



	monthly salary office staffs) supplied against a single security contract of at least 2.0 years duration in any Government of India Institutions/organizations/PSUs.			
16.	The bidder may have its branch or regional office, located not more than 50km in aerial distance from IIIT Bhagalpur campus. The location and address of the regional office at Bhagalpur with contact number and email must be mentioned on their company letter head.			
17.	Not having any pending court cases			
	a against IIIT Bhagalpur, and			
	b against their services with any organization. For this purpose, the bidder may submit a self-declaration as per ANNEXURE VI .			
18.	The bidder has not been blacklisted by the Central/State/Govt./Institutions/Organizations/PSUs/ Govt. Autonomous bodies on the date of submission of tender. For this purpose, the bidder may submit a self-declaration as per ANNEXURE -VI .			



ANNEXURE –II

FINANCIAL BID

Sl. No.	Particulars	%
01.	<p>Service Charges of the agency: (at least 02% shall be quoted)</p> <p>Service Charges as percentage on the total amount of Wages (Basic + VDA) per month Excluding the statutory liability as specified by the Govt. from time to time such as: Taxes, EPF, ESI, and Admn. charges.</p> <p>Important:</p> <p>a) Unrealistic and non-profitable offers in respect of the Bidder are liable for rejection. However, such Bidders will be given a chance to justify themselves. In fact, the Institute Authority reserves the right to ask any Bidder to justify their offers.</p> <p>b) Offer of Service Charge with ineligible figures, figures with overwriting/correction/ modification are also liable for rejection. In this respect, the decision of the Institute authority will be final and binding.</p>	

In words: percent on the total amount of Wages (Basic + VDA) per month Excluding the statutory liability as specified by the Govt. from time to time such as: Taxes, EPF, ESI, and Admn. Charges.

Deduction from the monthly bill:

1. TDS @ 2% for the purpose of Income Tax or as applicable from time to time.
2. TDS @ 2% for the compliance of CGST Act-2017 or as applicable from time to time.

Signature & Seal of the Bidder

Date:.....

Instructions:

1. This Price Bid Annexure has to be sent in a separate envelope super scribing “Price Bid”.
2. For daily wages/VDA etc., the Agency will follow the latest circular of Labour Welfare Department, Govt. of India.
3. Increase in VDA or basic wages as and when applicable will be paid by the Institute (The Agency will have to produce Govt. circular along with the bills against such claims).

The Bidder/ Tenderer should QUOTE carefully on FINANCIAL BID



Annexure-III

(To be printed on the letterhead of the bidder)

BID DECLARATION FORM

Date: _____

To
The Registrar Incharge
Indian Institute of Information Technology Bhagalpur
Bhagalpur – 813210

Subject: Bid Declaration

I/We M/s (name) submitted the bid against the NIT Reference no. (.....) towards providing allied Services and outsourced staffs at Indian Institute of Information Technology Bhagalpur, declare that, if we withdraw or modify our bids either during the period of validity of the bid or failure to execute the contract on the award of the contract, we understand and agree that, our firm will be debarred for the period of one year for further bidding of any tender of your Institute. Further, we agree that your Institute is at liberty to intimate this debarment to all Govt. of India Institutions/organizations/PSUs.

Yours Faithfully,

(Signature and Stamp of the Bidder)



Annexure-IV

TENDER/CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To
The Registrar Incharge
Indian Institute of Information Technology Bhagalpur
Bhagalpur – 813210

Subject: Acceptance of Terms & Conditions of Tender

Tender Ref. No: IIITBH/REG/Allied Service/Advt/2022/01, **Dated:** 19-01-2022

Job: Providing Security allied Services and outsourced staffs to IIIT Bhagalpur

Dear Sir,

1. I/We have downloaded the tender document(s) for the above-mentioned 'Tender/Work' from the IIIT Bhagalpur website- www.iiitbh.ac.in as per your advertisement, given in the above-mentioned website.
2. I/We hereby certify that I/we have read entire terms and conditions of the tender documents including annexures, which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid, including the forfeiture of the full said earnest money deposit absolutely, and we shall not have any claim/right against the organization in satisfaction of this condition.

Yours Faithfully,



(Signature and Stamp of the bidder)
Annexure-V

CERTIFICATE OF ETHICAL PRACTICES

(To be given on Company Letter Head)

(This document shall be duly signed by the tenderer and attached with Technical Bid)

1. I/We assure IIIT Bhagalpur that neither I/We nor any of my /our workers will do any act/s, which is improper / illegal during the execution of the contract awarded to us.
2. Neither, I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the organization/institution.
3. I/We will have no conflict of interest in any of our work/contract at the institution.
4. We will keep the campus and its surroundings hygienic, neat & clean.

Place: _____

Date: _____

Yours Faithfully,

((Signature and Stamp of the bidder))



Annexure-VI

DECLARATION-cum-UNDERTAKING
(To be given on Company Letter Head)

1. I/We agree that the decision of IIIT Bhagalpur in the selection of bidder will be final and binding to me/us.
2. I/We agree that we have no objection if inquiries are made about our works and experience, its related areas, and any other inquiry regarding all contracts listed by us in the bid.
3. I/We undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent to such alteration will be at the sole discretion of IIIT Bhagalpur.
4. I/We have no pending court cases (i) against IIIT Bhagalpur and (ii) against our services with any organisation, on the date of submission of tender.
5. I/We are not blacklisted by IIIT Bhagalpur or Govt. of India Institutions/Organizations/PSUs on the date of submission of tender.
6. I/We certify that the security guards are trained, and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability.
7. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place: _____

Date: _____

(Name, Designation & Signature and Stamp of the bidder)



Annexure-VII

**CONTACT DETAILS OF ESTABLISHMENTS, SERVICE PROVIDER THAT HAS
PREVIOUSLY PROVIDED ALLIED SERVICES**

(To be given on Company Letter Head)

S. No.	Name of the Organization	Name of the Manager/Officer-in Charge & his/her Mobile/ Phone No.	Period of contract	Total contract period (in months)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Place: _____

Date: _____

(Signature and Stamp of the bidder)



Annexure-VIII

Data for Evaluation of Bid (QCBS Matrix)
(For official use only)

Sl. No.	Evaluation Criteria	Max Marks	Marks scored
1	The experience in supplying manpower service (including daily wages and office staffs on monthly salary basis) in Government of India Institutions/organizations/PSUs in single completed contract.	15	
	<ol style="list-style-type: none">1. More than 2.0 years - Marks (15/15).2. More than or equal to 1.5 years but up to 02 years -Marks (7.5/15).3. Less than 1.5 years- Marks (0/15) <p>Note: For Experience, Single Completed contract running for at least 1.5 year without any break during the financial year 2019-20 & 2020-21 will be considered. Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered). The value of contract inclusive of GST will be considered.</p> <ol style="list-style-type: none">a) Certificate duly certified by the Statutory Auditorb) Copy of the Contract/Extension letters without any break showing continuous services for a minimum period of two years.c) Satisfactory performance Certificate issued by the Client.		
2	Number of manpower (including daily wages and monthly salary office staffs) supplied against a single security contract of at least Two-year duration in any Government of India Institutions/organizations of National Importance/PSUs.	15	
	<ol style="list-style-type: none">1. Number of manpower supplied more than 50 in a single contract of at least two years duration --Marks (15/15).2. Number of manpower supplied more than or equal to 40 but less than 50 in a single contract of at least two years duration --Marks (10/15).3. Number of manpower supplied more than 30 in a single contract of at least two years duration. ---- Marks (05/15).4. Number of manpower supplied is less than 30 Nos. Marks (0/15) <p>Note: For Experience, Single Completed contracts and those running for at least two years without any break till as on date of floating this tender will be considered. Copies of the following documents mandatorily need to be produced (In case the bidder fails to submit any of the following documents the experience will not be considered).</p> <ol style="list-style-type: none">a) Copy of the Contract/Extension letters without any break showing continuous services of at least two years' duration.b) Satisfactory performance Certificate issued by the Client.		
3	Average Annual Turnover of the bidder for preceding two financial years (2019-20 and 2020-21) based on its audited financial statement.	20	
	<ol style="list-style-type: none">1. Average Annual Turnover of More than Rs 02 Crores - Marks (20/20).2. Average Annual Turnover of More than or equal to 1.5 Crores but up to 2.0 crores Marks (10/20).3. Average Annual Turnover of More than 01 Crore but less than 1.5 Crores- Marks (5/15).4. Average Annual Turnover less than 01 Cr- Marks (0/15). <p>Note: Financial statement of (2019-20 and 2020-21) certified by the statutory auditor to be submitted.</p>		
4	Monthly attendance certified by the client, challan of ESI, EPF, bank details of each security personnel, maintenance staffs (daily wages) month wise, deployed at Govt. of India Institutions/organizations/PSUs.	20	
	<ol style="list-style-type: none">1. For more than last 24 months - Marks (20/20).2. For more than last 18 months and upto 24 months - Marks (10/20).3. For more than last 12 months and upto 18 months - Marks (05/20).4. Less than 12 months - Marks (05/20).		



5.	0-30 Marks will be awarded based on the quality of presentation (for 10 minutes).	30	
	Note: In the presentation, the bidder should present their company profile, experience in supplying Manpower Services (daily wages staffs as well as outsourced staffs) in central government institutions/organizations/PSUs, Proposed Work plan and ability to extend quality service including Fire-fighting operation, rescue operation as elaborated in the demonstration/presentation before evaluation committee.		
Total		100	

Technical Evaluation Parameters

1. Technical evaluation as per the matrix (**Annexure-VIII**) will be carried out only if the bid is otherwise technically qualified as per terms and conditions of tender document).
2. Marking will be done on the basis of the submitted documents.

Complete Selection Process: -

Two Stages bidding (through Quality cum Cost Based Selection (QCBS) Methodology) procedure shall be adopted in evaluation of the proposals. The selection will be done using QCBS process. **75%** weightage would be given to the technical evaluation and **25%** weightage would be given to the financial bid evaluation. The marking scheme is given in **Annexure-VIII**. The details of selection are as follows:

- a. The bidder should score minimum 52.5 marks (75%), out of 70 in first 4 points for qualifying for presentation round (please refer **Annexure-VIII**). The bidder must obtain minimum of 60% marks in presentation. The presentation will be given to each bidder for 10 minutes only.
- b. In the presentation, the bidder should present their company profile, experience in supplying Manpower Services (daily wages staffs as well as outsourced staffs) in central government institutions/organizations/PSUs, proposed work plan and ability to extend quality service including Fire-fighting operation, rescue operation, etc., as elaborated in the demonstration/presentation before evaluation committee.
- c. The top 3 bidders (scoring the maximum marks in technical bid score (Ts) out of 100 (70 for Technical document evaluation and 30 marks for presentation)) shall be eligible for opening of financial bid.
- d. Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price (F_L) will be assigned a score of 100 in the financial bid. The other bidders (F) will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = 100 \times F_L / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated.

F_L = The price of lowest priced Financial Proposal.

F = The price of Financial Proposal under consideration.

- e. The score of technical bid including presentation would be given 75% weightage, and the financial bid would be given 25% weightage. The weighted combined score of the Technical bid (T_s), and Financial proposals (F_s) shall be used to rank the bidders as below:
The first ranked bidder is eligible for award of the work.

$$\text{Combined Score} = 75\% \text{ of } T_s + 25\% \text{ of } F_s$$