



## Indian Institute of Information Technology Vadodara

C/o Block No. 9, Government Engineering College, Sector 28, Gandhinagar, Gujarat,  
India - Pin Code: 382028 Contact No. +91-79-29750281

**Tender No. IIITV/TENDER-SECURITY SERVICES/2017-18/007**

**Date: 13 November 2017**

### **NOTICE INVITING TENDER**

Dear Bidder,

Indian Institute of Information Technology Vadodara (IIITV) Gandhinagar Campus invites sealed tender for **Hiring of Agency for Providing Security Services on rate contract for a period of one year extendable by two more years on same terms & conditions** on the following terms & conditions:

1.Tender No.	IIITV/TENDER-SECURITY SERVICES/2017-18/007
2.Type of Tender	Indigenous Open Tender (Two Bid System)
3.Description of Work / Services	Providing Security Services on rate contract
4.Tender Fee (In the form of DD from nationalized Bank)	<b>Rs.1,000/- (Rupees One Thousand Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.
5.Earnest Money Deposit (EMD) (In the form of DD from nationalized Bank)	<b>Rs.1,00,000/- (Rupees One Lakh Only)</b> Must be enclosed with Technical Bid in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.
6.Performance Guarantee (In the form of DD from nationalized Bank)	<b>Rs. 5,00,000/- (Rupees Five Lakh Only)</b> in the form of Demand Draft in favour of <b>Indian Institute of Information Technology Vadodara</b> Payable at Gandhinagar, Gujarat.
7. Pre-Bid Meeting	22 November 2017 at 15.00 Hrs at the Institute, Gandhinagar Campus.
8.Last Date and Time for seeking Clarification	28 November 2017; 17.00 Hrs by an email to the Registrar < <a href="mailto:registrar@iiitvadodara.ac.in">registrar@iiitvadodara.ac.in</a> > or a ink signed copy at the Institute.

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9. Closing Date and Time of Bid submission (Technical and Financial Bids)	12 December 2017; 15.00 Hrs
10. Technical Bid Opening Date & Time	12 December 2017; 15.30 Hrs
11. Date & Time of Technical Presentation	The date and time for the technical presentation will be informed
12. Financial Bid Opening Date & Time	Bidder(s) would be informed by email / Phone
13. Bid Validity	120 days from the date of financial bid(s) opening
14. Correspondence Address	<b>Registrar,</b> Indian Institute of Information Technology (IIIT) Vadodara, C/o Block No. 9, Government Engineering College, Sector 28, Gandhinagar- 382 028, Gujarat, India Contact No. 079- 29750281

**Table 1**

**A. Instructions to Bidders:**

1. The tender documents shall be available on the Institute's website i.e. **www.iiitvadodara.ac.in**.
2. Bidders should download the tender document from the Institute's website & should ensure to submit duly endorsed tender documents along with tender fee and EMD. All Corrigendum(s) / Amendment(s) / Correction(s) if any to this tender enquiry will be published only on the Institute's website.
3. The parties may seek detailed clarifications on Technical & Financial issues (if any) on the Conditions of bidding document as mentioned in Table 1 on page 1.
4. The Institute expects the bidders to comply with the tender specifications/ conditions, which shall be frozen after due date. The bids not complying with the terms and conditions of the bidding document and offers indicating any exception / deviation shall be liable to be rejected.
5. Tender(s) must be reach in the Tender Box kept at the office of Registrar of the Institute, Gandhinagar, Gujarat as per the timings mentioned in Table 1 on page 1.
6. The Institute reserves its right to accept / reject any / all the bids and cancel the tender at its sole discretion without assigning any reason.
7. Bidders intending to send their offers by post may send the same under registered cover/courier or by hand delivery so as to reach the designated place well before closing time and date. However, the Institute accepts no responsibility for offers received after the due time and date. Also, all envelope should be marked in bold "**TENDER FOR PROVIDING SECURITY SERVICES**"
8. Fax and Email quotation are not acceptable and will be rejected.

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9. The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tender(s) not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.

10. The tender documents are to be in two parts as Technical Offer and Financial offer.

11. Only those financial offer(s) will be opened whose technical offer(s) is / are found suitable by the evaluation committee.

12. The bidder(s) or their authorised representative may also be present during the opening of the Technical Offer, if they desire so, at their own expenses.

## **B. General Terms & Conditions:**

1. Notwithstanding the above, the Institute reserves the right to accept or reject any quotations and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.

2. The bidder whose bid is accepted will be notified for the award of the contract by the Institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.

3. Within 10 (Ten) days of the receipt of the notification of the award of the contract from the Institute, the successful bidder shall furnish performance guarantee for an amount of **Rs. 5,00,000/- (Rupees Five Lakh Only) in the form of demand draft from Nationalized Bank to the Institute.** Failure of which to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

4. In the event of any dispute or difference(s) between the vendee i.e. the Institute and the vendor arising out of non-supply of services or supplies not found according to the Institute's terms & conditions or any other cause whatsoever relating to the supply or rate contract before or after the supply has been executed, shall be referred to the Director IIITV., whose decision shall be final and binding on both the parties.

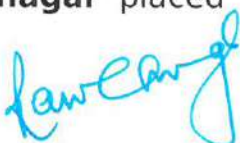
5. The place of arbitration will be Gandhinagar and the language to be used in English only.

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

7. The Tender / Bid will be open on as per details mentioned in Table 1 on page 1.

8. No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the qualified bidder quoting the lowest service charge before awarding the offer.

9. A demand draft of **Rs. 1,000/- (Rupees One Thousand Only)** towards non-refundable tender fee and a demand draft of **Rs. 1,00,000/- (Rupees One Lakh Only)** towards refundable EMD from a Nationalized bank in favour of **"Indian Institute of Information Technology Vadodara"** payable at **Gandhinagar** placed in a separate envelope marked "Tender Fee & EMD"





should accompany tender bid documents. Both the demand drafts should be valid for 90 days.

10. The EMD of the successful bidder will be returned to them without any interest after deployment of services and upon receipt of performance guarantee. The earnest money of unsuccessful bidder(s) will be returned to them without any interest within thirty (30) working days after awarding the offer.

11. The bid / offer will not be considered without tender fee and EMD.

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

13. Conditional tender(s) or incomplete tender(s) shall be rejected outrightly.

14. On the Contractor observing all the terms and condition as stated hereinabove faithfully, the Institute agrees not to revoke or terminate the signed agreement at any time prior to expiry of the period of one year. In case of discrepancies are noticed on account of Services, Statutory Payments etc., then at any time the signed agreement shall be terminated by the Institute by giving **one month notice else the same can be terminated by two months notice** in writing to the Contractor. The notice terminating the signed agreement shall be deemed to have been duly served if delivered personally or by post to the Contractor or if pasted on the outer door of the said premises. The Contractor on his part may terminate the contract agreement subject to condition mentioned under Special Conditions in the signed agreement by giving **two months notice** in writing to the Institute.

15. If the successful tenderer fails to provide services within the stipulated period, IIIT Vadodara reserves the right to hire another agency from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the hiring of agency from alternative source will be recovered from the performance guarantee / balance payment due and if the value of the hiring under risk purchase exceeds, the amount of performance guarantee and / balance payment due, the same may be recovered if necessary by due legal process.

16. The bidding agency should fully comply with the provisions of the Private Security Agencies (Regulation) Act, 2005 of the Govt. of India and the Gujarat Private Security Agencies Rules 2007 Gazette notification dated 18 July 2007 of the Home Department, Govt. of Gujarat.

17. The bidder must quote the rates only as per the proforma given. Rate offered should be mentioned both in figures as well as in words and should be typed or legibly hand written.

18. The agency will not suo moto claim any increase in the wages or any other charges during the contract period unless it has been duly notified by the Government. The agency will be solely responsible in regard to legal obligations on Security Personnel employed by it and deployed with the Institute.

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19. The wages shall be on 8 hrs. duty shifts basis, inclusive of holidays, weekly offs and leaves of all types as given to the Security Personnel by the agency.

20. Verification of character and antecedents of the Security Personnel through Police and submission of report to the Institute shall be the responsibility of the Security agency.

21. The Institute shall not provide any transport, canteen, medical or accomodation facilities to the Security Personnel.

22. Uniform, Whistles, Batons, Rechargeable Torches, Umbrellas, other items / equipments etc. as may be required for effective discharge of security services shall be provided by the security agency only at its own expense. Service charges quoted is inclusive of all these expenses. All security personnel should have to wear or display their respective identity cards on the uniform for identification while on duty and that they are courteous, polite and prompt while rendering efficient service in their respective areas. The contractor shall give necessary briefings, guidance and directions to its staff on regular basis for effectively carrying out the jobs assigned to them by the contractor and / or the Institute.

23. The Security Personnel and Security Supervisors deployed by the Contractor for Security duty should be well trained in fire fighting, operating the fire - protection system(s) / equipment(s) and fire extinguishers and providing first-aid. They should be thoroughly trained with the usage of various types of fire fighting and other Security related gadgets.

24. The successful bidder will have to enter into a legal contract / agreement with the Institute before rendering its services to the Institute. This Contract agreement shall initially be valid for a period of one year but can be extended further to maximum of 02 (two) years on year to year basis subject to mutual agreement and satisfactory services & performances to be monitored regularly and reviewed periodically.

25. The successful tenderer shall provide the complete profile of all the Security Personnel so deployed by them with the Institute with his proof of educational qualification, date of birth, latest passport size photograph, permanent address. This should be provided to the Institute for record within 10 (Ten) days of the issue of the work order / contract.

26. The Contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays the deployed security personnel, wages which are not lower than the minimum wages as prescribed from time to time by the Government or as per the applicable guidelines.

27. The company shall pay the statutory payments such as EPF, ESIC, and Bonus for the persons deployed at the Institute. The monthly payment made to the personnel shall be reimbursed to the agency through submission of proper invoice along with the copies of challan of EPF and ESIC with name & number wise details against the person engaged by the Institute.

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28. Deployment of any fresh staff in replacement should be only with the prior permission of the Institute. The contractor shall deploy only those whose antecedents have been verified by the Police Authorities.

29. The Contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the Institute.

30. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions / obligations. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing EPF & ESIC contributions with the authorities concerned and providing a proof of the same to the Institute.

31. The Security agency or his personnel shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the Institute.

32. The Security agency or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract only.

33. The Contractor or his Supervisor / Field Officer shall ensure his presence at a short notice whenever required by the Institute.

34. It shall be the sole responsibility of the deployed security personnel to ensure that none of the furniture, fixtures, fittings and other utility items, etc., made available by the Institute in a particular premise is not lost or stolen.

35. The Contractor shall provide weekly off / holidays to his deployed security personnel as per rules but it will be his responsibility to ensure uninterrupted services on all days on a 24 x 7 basis. No security personnel / supervisor shall be deployed on double duty shift at one site or rotated at different sites during consecutive duty timings at a given day. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper frequency on 3- shift basis of 8 hours each in a day.

36. Canvassing in any form by any Tenderer will lead to outright rejection of the concerned tender.

37. Any additional information required by the Institute over any Technical Bid(s) should be provided by the Tenderer / Bidder within three days of the receipt of its email / letter, failing which the offer will not be entertained.

38. The contractor shall ensure the following:

a) No property of the Institute of any kind is removed by any official / private person without a proper gate - pass issued by the authorised officials of Administration Section of the Institute.

b) The Security agency shall not assign or transfer the contract or part thereof to anyone.

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c) Any loss / damage to goods or property of the Institute due to negligence on the part of the security personnel of the Contractor shall be made good by the Contractor within 07(Seven) days of the date of its communication to him. In case of non-compliance of the same, the loss in part or in full shall be recovered of from the performance guarantee or / and entail forfeiture of the performance guarantee deposited with the Contractor and / or may invite termination of the contract agreement.

d) The Contractor should quote reasonable **service charge in % on the basic amount per month**. If, the service charges are found unreasonable the tender will be rejected without assigning any reasons.

e) The Institute shall have the right to adopt any measures / set-up a system for ensuring proper performance of duty of security personnel deployed by the Contractor. The number of personnel can be increased or decreased depending upon the workload to be assessed by the Institute and Intimated to the Contractor.

f) It shall be the duty of the Contractor to withdraw all the personnel deployed by him at the Institute, on termination of contract for whatsoever reason and ensure that no such security personnel creates any disruption / hindrance / problem of any nature to the Institute.

g) In the event of any question, dispute / difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to an Arbitrator. The Arbitrator shall be appointed by the Director of the Institute. The award of the arbitrator shall be final and binding on both the parties.

h) Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in Gandhinagar and Gujarat High Court shall have jurisdiction to determine the same.

39. The Contractor shall conduct mock exercise / drills in fire fighting / earthquake evacuation mechanism at his expenses on regular basis, so as to keep his staff acquainted with the usage of fire fighting devices.

40. The supervisor deployed by the contractor is supposed to be present in the Institute premise(s) during working hours. He will give daily progress report to the designated incharge of security affairs of the Institute.

41. It would be expected from the successful bidder to visit all the sites in consultation with the Institute Officials / Officers, after the issue of work order / contract to them to gain a first-hand experience of the security requirements of the Institute and thereby to ensure smooth transition / taking over of the services.

42. The contractor shall maintain a register at each of the Institute's site for marking of the attendance by security personnel deployed by him, which shall be seen / verified by the designated incharge of security affairs of the Institute.

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### **C. Eligibility Criteria:**

The Partnership Firm / Company / Sole Proprietor / Limited Company (here after called agency) engaged in the business of providing security services apply with self attested copies of documents as per the following:

1. Complete details of agency indicating the owner name, staff, correspondence address, telephone number etc. of the bidder.
2. Legal status of the agency along with statutory details (PAN, GST No. and other related documents issued by the government authorities).
3. Valid license to engage in / and carry on the business of Private Security from the Controlling Authority [or such authority as may be prescribed for the purpose by the State Government from time to time].
4. The agency must have atleast 03 (Three) years of experience in providing security services in Govt. Educational Institutions / PSU / Nationalised Banks / Organisations / Central University etc.
5. The bidder's average annaul financial turnover in providing security services during the last three financial years duly audited by CA should not be less than 1.25 Crore or atleast 40 Lakh in each two years out of last three years.
6. List of previous / current client(s) indicating the value of the contract & duration of the contract along with the performance certificate.
7. Photocopies of filled Income Tax Returns (ITR) for the last three financial years
8. The bidder should have a solvency of Rs. 5,00,000/- (Rupees Five Lakh Only). A certificate to this effect may be enclosed from the banker.
9. The agency should have PF and ESIC registration.

All documents as mentioned above have to be submitted along with the bid failing which the bid(s) shall be rejected.

### **D. Evaluation Procedure:**

The technical bid will carry maximum marks of 100. The maximum marks for each activity of technical bid are assigned below:

The technical bid(s) will be scrutinized on the basis of basic eligibility criteria. Thereafter, the short listed bidders would be required to make presentation before a technical committee constituted for the purpose. The presentation will broadly cover the following:

#### **Max. Marks**

- |                                                                                                                                                                                    |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| a) Details of major previous work executed during the last 03 years in Organisations / PSU / Nationalised Banks / University etc. (05 marks per contract and maximum to 20 marks). | 20 |
| b) Relevant experiences in Govt. Educational Institutions (05 marks for each year and maximum of 20 marks)                                                                         | 20 |

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- |                                                                                                                                                                                        |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| c) Details of Permanent Staff of Agency who have knowledge of Labour Laws, Provident Fund & ESIC etc.<br>(During the technical presentation, the concerned employee should be present) | 20 |
| d) Details of Software using by Agency to generate related reports like Salary Slip, PF & ESIC challan etc.<br>(Please Furnish Details)                                                | 10 |
| e) Volume of Business in terms of Manpower Supplies & No. of Person in administration support system                                                                                   | 30 |

**The agency has to secure 60% marks to qualify for financial bid(s) opening.**

**E. Award of Contract:**

The Institute will award the contract to the bidder whose **service charge in % on the basic amount per month** has been determined to be substantially responsive and lowest. However, the Institute reserves the right to negotiate the price and / or the terms quoted by the bidder.

**F. Scope of Work:**

1. Security is a very critical area of the Institute as it deals with safety and security of students, faculty, staff and sensitive technological infrastructure, assets & property (fixed & moveable) owned or hired by the Institute. The Institute requires a professional and experienced security agency, which can provide security of high standard with expertise in basic security mechanism for safeguarding the Institute. The geographical locations of premises may vary according to decision of the Institute.

2. The Institute requires Security Guards & Security Supervisor. These manpower shall be deployed on 08 (Eight) hours duty shift for all 07 (Seven) days a week. However, the required number of security personnel may reduce or increase during any part of the year.

3. The Institute is at its discretion to operate both two or may not operate one category security personnel required.

4. Additional manpower, if any required, by the Institute, shall be on the same / existing rates terms and conditions as per the contract agreement.

5. Entry in the Institute is restricted. The guards on duty at the gates / reception will ensure that only the authorised students / persons enter the Institute after proper verification or intimation by the Institute Staff.

6. The Institute reserves the right to award the contract for any or all the jobs under this contract to any other contractor at any time during the currency of this contract, without assigning any reason whatsoever. The contractor shall not be entitled to any compensation whatsoever in such cases.

7. The Institute shall also have the right to withdraw any job in part or full from the contractor without assigning any reason and at any stage of work. Payment to the contractor in such cases shall be restricted to the actual job

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done by him and the amount payable shall be decided by the authorized officer of the Institute which shall be final and binding on the contractor.

#### **G. Penalty Clause:**

1. Deficiency in the service would attract a panel charges at the rate of 2% of the service charges quoted by the firm at the first instant and the maximum penalty would applicable will be 10% of the service charges per month. The penalty shall be levied by the Institute authority. This is without prejudice to any other right available to the Institute.

2. The Institute, through its designated / authorised officer shall be at liberty to check any time the deployment of the personnel by the agency and in case of any absence / fault / lapse, shall deduct the wages of the absentee personnel / damages from the monthly payment made to the security agency and may also impose penalty as deem fit by it. Replacement cost of all lost, damaged property due to security lapse shall be recovered from the monthly bill of the contractor.

In case of absentees the penalty can be upto Rs. 500/- per day of absence. In case of damages / lapses / breach of trust shall be equivalent to the amount decided by the Competent Authority of the Institute. The decision of the Director shall be final in this regard.

3. During surprise checks by any authorised officer of the Institute, if a particular guard is found negligent / sleeping / drunk etc. on duty, the contractor will have to withdraw the guard from the Institute forthwith which may even entail cancellation / termination of contract for the rest of the period.

4. If any security guard(s) found without identity card or not in uniform during duty hours, the penalty shall be charged to that security guard(s) and his security supervisor at Rs. 500/-.

#### **H. Period Of Contract:**

The Contract shall be effective from the date of issue of rate contract / order and shall remain valid for a period of initially 01 (one year) and **extendable by two more years on same terms & conditions.**

#### **I. Payment:**

- a) The payment will be made on submission of bill on monthly basis.
- b) The agency has to provide the challan of PF and ESIC along with the monthly bill.
- c) No advance will be given for the assignment.
- d) Counter conditions by the tenderers in matters concerning payment of bills shall not be acceptable.





**PARTICULARS TO BE FILLED BY THE BIDDER**

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Cost of the Tender enclosed: Yes / No [Please √ ] if Yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount (Rs.) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
  - d.) Last Validity date of the enclosed DD \_\_\_\_\_
4. Earnest Money Deposit enclosed: Yes / No [Please √ ] if Yes,
  - a.) Name of the Bank \_\_\_\_\_
  - b.) Amount (Rs.) \_\_\_\_\_
  - c.) Demand Draft No. \_\_\_\_\_
  - d.) Last Validity date of the enclosed DD \_\_\_\_\_
5. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update the Institute]
  - a.) Full Name:
  - b.) Complete Postal Address:
  - c.) Telephone No.:
  - d.) Fax No.:
  - e.) Mobile No.:
  - f.) E-mail:
  - g.) Website Address:

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## LETTER OF TRANSMITTAL

From: \_\_\_\_\_

The Registrar  
Indian Institute of Information Technology Vadodara  
Block No -9, Government Engineering College, Sector 28,  
Gandhinagar 382028

Sir,

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

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

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

Enclosure

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)





**FORM ' A '**

**FINANCIAL INFORMATION**

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

Particulars	Financial Year		
	2014-15	2015-16	2016-17
i) Gross Annual Turnover (In Lakh)			
ii) Profit / Loss			

Signature of Chartered Accountant with seal



Signature of Applicant(s)

**FORM ' B '****DETAILS OF ASSIGNMENTS OF SIMILAR NATURE COMPLETED DURING THE  
LAST THREE YEARS**

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

\*Indicate gross amount claimed and amount awarded by the Arbitrator

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

Signature of Applicant(s) with date & seal

*Lawrence*





## FORM 'C'

### **PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"**

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

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

(Seal of the Organization)

(Signature of the Authority)



**Form 'D'****STRUCTURE & ORGANISATION**

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





## Participation of relatives of employees of the Institute in the tender

I/We .....  
S/o .....  
R/o ..... hereby certify that none of my /  
our relative(s) is / are employed in the Institute as per details given in tender  
document. In case at any stage, if it is found that the information given by me /  
us is false / incorrect, the Institute shall have the absolute right to take any  
action as deemed fit without any prior intimation to me / us.

Bidder's Signature



Official Seal & Stamp



## FINANCIAL BID

The agency will have to provide following two categories **manpower (08 Hrs Cycle)** on outsourced basis. The below mentioned is tentative requirement of manpower per Cycle.

Sr. No.	Requirement	Total No. of Persons required in each category (Approx.)	Service Charge in % on basic amount per Month
01	Security Supervisor (Male)	01 for Night	
02	Security Supervisor (Female)	01 for Night	
03	Security Guards (Male)	08	
04	Security Guards (Female)	02	

### **Note:**

1. The service charge calculated only on basic amount of wages. In no case the wages would be less than the minimum wages as prescribed by the Govt. Authorities.

2. Uniforms, Whistles, Batons, Rechargeable Torches, Umbrellas, other items / equipment etc. as may be required for effective discharge of security services shall be provided by the Security Agency only at its own expense. Service Charge quoted is inclusive of all these expenses.

3. All taxes & levies to be paid to the Government would be borne by the Institute.

4. All present security personnel working with the Institute are required to be absorbed in the contract with the agency.

**5. The Institute is at its temporary location and may likely need more manpower in due course for its permanent campus construction site at Vadodara.**

The undersigned has gone through the entire tender document including terms and conditions and the same are accepted to us.

Signature of the Tenderer  
Along with Seal & Full Address





### **NEFT / RTGS Mandate Form**

Name of the Firm / Organization	
Permanent Account No (PAN)	
Particulars of Bank Account	
a) Name of the Bank	
b) Name of the Branch	
c) Branch Code	
d) NEFT / RTGS (IFSC Code)	
e) Type of Account	
f) Account No.	

Please attach cancelled cheque along with NEFT / RTGS mandate form

*Lawrence*

