

## TENDER FOR OUTSOURCING OF SECURITY SERVICE



### TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

**Year 2018-19**

**Cost of Tender Document: Rs. 1,000/-**

Contract for providing Security Service for a period of **One year**

Tender issued to :-

M/s. \_\_\_\_\_

\_\_\_\_\_

Telephone no. \_\_\_\_\_

Mobile Telephone no. \_\_\_\_\_

(Signature of Officer Issuing the Tender)

Date of Opening: 15 November, 2018

Time of Opening: **2.30 pm**

**Notice inviting Tender for Providing Round the Clock Security Services at Tata Institute Of Social Sciences, Guwahati Campus. Tetelia road , Jalukbari, Kamrup Metro ,Guwahati- 781013**

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university Fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range

of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the

Institute facilitating strong linkages between education, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents.

At present the institute is operating from its Permanent campus at **Tetelia, Jalukbari, Guwahati 781013**. The permanent campus of the institute, where the services required to be rendered as per this Tender, is built up on 24.5 acres of land Jalukbari which is just 10 km away from the Guwahati (LGBI) Airport. The campus is surrounded by its own boundary, well equipped with Telephone, Internet, Electricity, and Water Supply and 24x7 hrs Security protected.

The institute is desirous of appointing an agency/firm for providing Round the Clock Security services for its Permanent site. Interested bidders are requested to go through the minimum qualification criteria and submit their bids along with all supporting documents to the address below on or before dated 15.11.2018 up to 02.00 p.m.

The Registrar

Tata Institute of Social Sciences Guwahati Campus , Jalukbari, Tetelia, Guwahati 781013

The Technical bids will be opened on 15.11.2018 at 2.30 p.m. in presence of bidders. Bidders authorized representatives are requested to be present at the time of opening of the bids.

As a part of short listing exercise, prospective service providers will be required to make a short presentation not exceeding 15 minutes on their company/ organization/firm, expertise, experience and proposed solution for providing services to TISS Guwahati before a Committee on the date of opening the Technical Bids at 2.30p.m in the Conference Room, TISS Guwahati Campus. The Technical bids will be evaluated as per guidelines in Annexure-IV. Only the price bids of Technically Qualified bidders will be opened. The date and time of opening of price bids will be notified later on.

The Registrar, TISS reserves the right to accept/ reject any or all the bids without assigning any reason. The Director also reserves the right to amend the scope of the work or the number of manpower required at any point of time. Any attempt on the part of any company/ organization/firm to influence, negotiate directly or indirectly with the Institute will lead to exclusion from consideration. The decision of the Institute in this regard shall be final.

Sd/-

C.P Mohankumar  
Registrar , TISS

## BID DOCUMENT

### Important information and schedule of events

Name of the work	Providing Round the Clock Security Services at TISS Guwahati Campus
Tender No.	<b>TISS/ADMIN/11/2018-19/01</b> <b>DTD 1.11.2018</b>
Tender document availability	<a href="https://www.tiss.edu">https://www.tiss.edu</a>
Pre bid clarifications & Interested bidders site visit	Interested bidders may visit the site at Jalukbari on 5-11.2018 ask for clarification if any to the TISS representative at site
Last Date & time of submission of Bids	15.0112018 till 2p.m.
Place of submission of Bids	Tata Institute of Social Sciences Guwahati Campus , Jalukbari, Tetelia, Guwahati 781013
Date, time and place of Opening of Technical bids	At 2.30 p.m. on 15.11 2018 in the Conference room, TISS, Guwahati
Date, Time & Place of Opening of price bids	To be notified to the technically qualified bidders later
Tender Fee (Non-refundable)	Rs. 1000/- Rupees one Thousand Only in DD in favour of Tata Institute of Social Sciences Payable at Mumbai
Earnest Money Deposit (refundable but no interest on it for the holding period)	Rs.1,00,000.00 (Rupees One Lakh in DD/BG) in favour of Tata Institute of Social Sciences Payable at Mumbai
Validity of Price Bids	For 30 days from the date of opening of bids
Duration of Contract	Initially for 1 years and renewable upto another 3 years on Year-on-year basis on satisfactory performance

### **Eligibility Criteria**

1. The bidder must be from within the state of Assam and should have a registered office in Guwahati.
2. The bidder should not be declared as ineligible/blacklisted by the Government of India or any other Government body on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature.
3. The agency/firm/company should have at least minimum five years of experience in providing security services in Central/State Government Departments / Public Sector Undertakings /Autonomous Bodies / Large Industrial / Educational campus / reputed Private companies etc.
4. The Bidder shall have at least one ongoing similar contract of annual value Rs.50 lakh.
5. The bidder is also required to submit at least 2 Customer Satisfactory Performance Reports from reputed organization they served.
6. The bidders shall have average annual turnover of Rs.2 Crore in Security Services in the last three financial years.
7. The bidder should have valid license under Private Security Agencies (Regulation) Act, 2005 for the state of Assam and also contract labour (Regulation and Abolition Act), 1970.
8. The firm should have registration with EPFO, ESIC, GST and all other relevant Departments.
9. The Bidder should have its own bank account.

All supporting documents against the above minimum qualifications must be enclosed with the Technical Bid. A simple undertaking claiming the stated criteria will not be treated as sufficient.

### **Instructions to bidders:**

1. The bids are to be submitted in two parts; viz Technical Bid and the Price Bid, each of them sealed in separate envelopes, superscribing as "Technical Bid" and "Price Bid". Both these envelopes to be put inside a big envelope superscribing "Tender for providing Security Services" and be addressed to "Registrar , TISS Guwahati, Jalukbari , Tetelia, Guwahati -781013 Tata Institute of Social Sciences .

#### **2. Technical Bid:**

The Technical bid will comprise of:

A covering letter addressed to Registrar, TISS Guwahati, Jalukbari , Tetelia, Guwahati -781013 Tata Institute of Social Sciences , in bidders letter head describing bidders profile

in brief, the strength and suitability, detailed plan to meet quality standards as per this tender.

i.) And the following:

- a. Annexure-I (Technical Bid proforma to be filled up and enclose all supporting documents).
- b. Tender Fee: DD of Rs.1000.00 (Rupees one Thousand Only) in favour of Tata Institute Of Social Sciences ,Payble at Mumbai ,E.M.D. : A DD or Bank Guarantee of Rs.1 lakh in favour of Tata Institute Of Social Sciences ,Payble at Mumbai ,
- c. Annexure: II (Declaration).

**3. Price Bid:** The price Bid shall comprise of the followings;  
Annexure-III (Price Bid Performa to be filled).

**4. Opening of Bid:**

Technical Bids will be opened at 2.30 p.m. in the Conference Hall of TISS Guwahati on 15.11.2018. Bidders or their authorized representatives will be present at the time of opening. And they will be required to give a brief presentation in from of the bid opening committee.

Only the price bids of technically qualified bidders will be opened. The date and time of opening of the price bids will be notified to the qualified bidders. Shortlisted firms / agencies will be invited to attend the opening of financial bid.

**5. Pre-Bid Meeting:**

A pre bid meeting is being organized in the Institute permanent site at Jalukbari on 3.11.2018. All interested bidders are requested to assemble within 11.30 am in conference hall Faculty building. The institute representative will apprise the scope of services and obligations in the proposed contract. All prospective bidders may ask clarifications if any during this meeting.

Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

**6. Validity of the Bids:**

The tender submitted by the firm / agency shall remain valid for 30 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 30 days from the date of opening shall be by mutual consent.

No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tenderer would stand forfeited.

**7. Duration of contract:**

The contract shall be initially for 1 years. However, the contract may be renewed for another 3 years on year-on -year basis based on the satisfactory performance and

mutually agreed upon terms. In case of unsatisfactory performance, the contract will be terminated by giving one month notice.

**8. Award of Contract:**

The successful bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute.

EMD will be liable to be forfeited if the tenderer selected for the work fail to accept and sign the formal agreement or to start the work on the date stipulated in the work order.

**9. Security Deposit:**

Upon entering into a contract/agreement, the successful bidder will submit a Security Deposit (SD) of Rs.1 lakh within 3 weeks or else the bidder may give in writing to convert the EMD to SD. The SD shall be released after 60days beyond the date of expiry of the contract.

The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee drawn in favour of Tata Institute of Social Sciences payable at Mumbai ”.

In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit by the agency will be liable to be forfeited besides termination of the contract.

**10. Scope of Work**

The selected Security Agency will deploy round the clock (24x7 hrs) security personnel for reasonable Protection of property and personnel (faculty, staff, students, official visitors and residents of the Institute) against willful harm. The scope of services will include the entire institute premises i.e. Entrance road, all Gates, Academic cum Administrative Blocks, Activities Area, Hostels, Guest Houses, class room, Lawns, Parking Lots etc..

The persons deployed by the agency will work in three shifts of eight hour’s duration, every day. The shifts will be as under:

- (a) ‘First’ Shift – 0600 hrs to 1400 hrs
- (b) ‘Second” Shift – 1400 hrs to 2200 hrs
- (c) ‘Third” Shift – 2200 hrs to 0600 hrs (next day)

**Quantity of manpower requirement is detailed below:**

Locations	Guard	Supervisor
Hatigaon Boys Hostel	1 Guards per shift (Male)	1 Nos. Supervisor Per shift (Male) for entire Campus
Jalukbari Boys Hostel	1 Guards per Shift (Male)	
Jalukbari campus Gate	2 Guards per Shift (Male)	
Llbrary	2 Guard per shift (Female)	
Class room	1 Guard per shift (Male)	

Canteen and round	1 Guard Per shift (Male)	
Faculty Building	1 Guard Per shift(Male)	
Additional reliever	2 Guard per shift(1 Male and 1 Female)	
Total Manpower Requirement: $11 \times 3 + 3 = 36$ Nos.		

At any time during the contract, the authority of the institute may ask for increase and decrease in number of manpower as and when necessary.

#### 11. Detail Scope of work: Duties & Responsibilities:

- (a) The agency will provide protection of property and personnel of the Institute also in transit when so specified.
- (b) Protect property/cash/documents of Institute against burglary (where loss is due to entry after breaking the any entry lock/ door/window/grill).
- (c) Protection of cash and documents, when so specified in transit.
- (d) Regulate access control at gates, prevent miss-use of TISS grounds and facilities by outsiders/neighbouring villagers, preventing tress-passing, unauthorized parking, unauthorized construction, squatting in the Institute Campus, prevent vandalism, breaking of twigs/ trees, throwing of garbage / littering. Ensure cleanliness of institute premises and ensure proper & timely reporting of violations to supervisors.
- (e) Regulate parking of vehicles in designated areas of the Institute and also regulate traffic movement at the entry/exit gates within the campus and ensure traffic rules are followed
- (f) Prevent loss that is on account of lapse in "access control measures" at Gates of the Institute. Keep record of outgoing and incoming materials and prevent the movement of stores without TISS Gate Pass.
- (g) Assist Visitors to meet desired person/Department and keep records of visitors in Register of the Institute.
- (h) Prevent defacing/damage to Institute property; buildings, prevent Graffiti/ poster pasting etc.
- (i) Prevent entry of animals into the campus and chasing of stray/wild animals from Academic Area and Hostels.
- (j) Provide early warnings and alerts, mobilizing trouble shooting elements, Quick response to mob gathering or mishaps etc. The security personnel should have knowledge of dealing with operational procedure of Fire safety mechanism/equipment at the institute campus. The agency will also conduct periodic training in emergency drills and other safety drills, for security guards deployed at the institute and Institute faculty/staff and students.

(k)

#### 12. The Security Guards will have the following minimum qualifications/standards:-

- (i) Have a minimum educational qualification of 10<sup>th</sup> std.
- (ii) Guards in the age group of 25 - 45 years
- (iii) Be healthy, smart with good physical bearing.
- (iv) Be trained in handling standard fire fighting equipments.
- (v) Be able to maintain documents, verifying Identity cards / vehicle pass etc; as per the security guidelines of the TISS and the instructions of the staff of Security Section.



- (vi) Should have knowledge in First Aid/driving/handling wireless equipments/modern security gadgets etc.
  - (vii) All Security Guards posted must be able to communicate in Assamese as well as in Hindi.
  - (viii) They should be able to read/write in English languages.
  - (ix) The guards and supervisors must be capable of handling Fire safety equipment. And if necessary, the agency may get them trained at State Fire safety Department for the purpose.
13. The Supervisors engaged by the agency shall be preferably Ex-serviceman. The supervisor be capable of Commanding at least 40-50 Security Guards and he is responsible of duty deployment, after daily roll call and briefing about duties and responsibilities. In the absence (or) leave of any shift in charge proper replacement shall be made in advance. No employee of the company / Agency shall work for more than 26 days in a month or as specified by Labour Laws.
  14. There will be some outsourced agencies like Housekeeping and Mess Contract, Cafeteria etc. The security agency of TISS is required to co-ordinate with those agencies and shall be liable to offer support at the time of any emergency/hostile activity.
  15. Discipline, dress and decorum of the guards will be the responsibility of the service provider. The guards shall be in proper uniform and shall conduct themselves to maintain peace and harmony in the Institute. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the employees, the campus residents and visitors. The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.
  16. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedent's verification certificate issued by the police about their staff or the security agency should be submitted to the office of TISS, Department concerned.
  17. The service provider shall be responsible for all aspects of security or security related subjects in the Institute. He shall be working under the Registrar of the Institute Person nominated by the Registrar and shall ensure that the guards requisitioned are positioned as per the timings and numbers.
  18. The contractor should provide its personnel with seasonal and protective clothing, torches (with adequate supply of battery cells on monthly basis), whistle, lathies, rain coats, gum boots and cycles as are normally required for patrolling by the Security personnel.
  19. The service provider shall ensure rotation of guards and supervisors at the particular post at least once in a month with prior permission and intimation.
  20. The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the Institute.

21. Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline in the campus. The agency shall ensure that the person deployed are not involved in any immoral act such as consumption of alcoholic drinks, paan, gutkha, smoking, loitering etc.
22. The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property on the Institute campus. The agency will also have to inform the authorities about any pilferages noticed on the campus. The agency will be responsible for any theft and will be liable to make good the loss incurred.
23. The agency should be able to establish Intruders Alarms, Access Control system in each room of the office/lab and in each hostel unit.
24. The agency should be capable of integrating the existing technical gadgets which are held with the institute, and ensure optimum utilization of the existing gadgets and systems with proper integration.
25. The agency will provide periodic training to its employees to tackle Fire and Disaster Management, dealing with Hazardous chemicals, unruly mob etc.
26. The agency will maintain a Daily Attendance Register which will be verified by the authorized person of the Institute.
27. The agency will provide additional manpower for specific functions like Convocation, Academic and Cultural programme, Sports event etc.to the Institute. For such arrangement additional amount shall be borne by the institute as per existing wage rate on mutually agreed upon terms. However, the firm may mention specific rate if they would like to provide the manpower for such extra duties.
28. **Obligation of Tata Institute Of Social Sciences:**
  - (a)The institute premises will be equipped with water, electricity, firefighting equipment, emergency power supply/DG set, internet/wifi services etc..
  - (b)TISS will keep complaint/suggestion registers for various locations which shall be subject to examination by designated officers. The Supervisor will have to address these complaints so as to maintain the services to the satisfaction of the institute.

#### **General Terms & Conditions:**

1. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
2. Conditional bid shall be out rightly rejected in the very first instance.
3. Tenderer and his authorized representative (with proper authorization letter) may choose to be present at the time of opening Technical and Price Bids.

4. The Earnest Money will be forfeited if the bidder rescinds from the offer. In case, the successful tenderer decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of work), for what so-ever reasons, his EMD will be forfeited.
5. The agency, if selected shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency after award of the contract.
6. The agency will not allow or permit his employees to participate in any trade union activities or agitation in the premises of the institute.
7. The agency shall appoint fully qualified and competent single point of contact for dealing official correspondence. The selected agency will enforce quick response time, customer care, quality and grievance redressal mechanism etc., They will maintain service escalation matrix.
8. The agency as an employer of its employees/workmen shall have exclusive right to appoint, substitute, suspend and terminate the services of any of their employees / workmen to fulfill their obligations under this agreement with enough reasons for doing so.
9. The employees/workmen employed by the agency shall always be under the direct and exclusive control and supervision of the agency and the agency at its own discretion may transfer its employees form one location to other.
10. The agency should ensure to maintain adequate number of manpower to meet the contractual obligation and also arrange a pool of standby manpower for special occasions.
11. The successful bidder shall furnish the following documents in respect of the manpower who will be deployed to TISS before the commencement of work:
  - (a) List of Manpower to be deployed by agency containing full details i.e. date of birth, marital status, address etc.;
  - (b) Bio-data of the persons with passport size photograph.
  - (c) Certificate of verification of antecedents of persons by local police authority.
12. The selected agency shall provide name badges and identity cards, bearing the photograph of the personnel and personal information such as name, date of birth, age and identification mark etc.
13. The securities will not allow any unauthorized person to stay in the TISS premises. If at any time or during surprise check it is found that any unauthorized person is staying in the campus, the agency will be directly responsible and a financial penalty of Rs.2500/- per day will be imposed on and the same will be deducted from monthly bill.
14. TISS will not be responsible for any injury, accident, disability, or loss of life to the contractor or to any of its personal that may take place while on daily or conservancy duties. Any compensation or expenditure towards treatment of such injury, accident or

loss of life shall be the sole responsibility of the contractor. The contractor has to make his own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all personal engaged by them under their pay roll and submit a proof to this effect.

15. Compliance of policy regulation viz., payment of Government minimum wages act, employers liability act, contract labour (regulation & abolition) act, the workmen compensation act, industrial dispute act, maternity benefit act, employee state insurance act, provident fund act, miscellaneous provision act and labour license of state and central government, as on the date in existence or revised/changes in the future, will be whole sole responsibility of the contractor. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IIITG.

Failure to comply such statutory provision under laws will lead to imposition of fine by State Government machinery and summarily termination of contract and/or such other action as the state may deem fit. A copy of all such compliances, statements, payments made to the statutory authorities etc., including registration number shall be provided to the IIITG authority for verification and record.

16. The staff deployed by the contractor shall not be entitled for leave, claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of IIITG. Even after termination of the contract also, the persons deployed by the contractor shall not be entitled to any such claims.
17. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IIITG to concerned tax collection authorities from time to time as per extant rules and regulations.
18. The engagement of personnel by the contracting agency/firm/organization will solely be at their discretion, as per usual norms and qualification and in no way make them entitled for any job or employment or permanency or any incumbency status in TISS.
19. **Terms of Monthly Payment:**  
The agency shall raise the bill, in duplicate, along with the following documents:
  - (a) Current months Invoice
  - (b) Current months Acquittance (Wage) Register duly signed by the individual contract Labourers
  - (c) Current months Attendance Register
  - (d) Current months ESI remittance challan with consolidate breakup details
  - (e) Current months EPF remittance challan, as applicable, with consolidated breakup details
  - (f) In addition Half yearly returns submitted to EPFO & ESIC are also to be submitted whenever due.

The agency will make Payment to its staff on or before 10th day of each calendar month. As far as possible the payment towards monthly bill will be released within 3-4 weeks from the date of submission of bills in all respects.

During the course of the contract, any increase in the minimum wages as announced by the State Government (and applicable increase in ESI, PF) is applicable for the staff employed by the agency, and corresponding increase in contractor's administrative charges will be borne by the Institute, subject to producing documents for disbursing the increased wages.

The contractor need to provide, details of his Bank Account number, name and address of the bank, Branch and Branch Code and IFS code etc., to facilitate payment through bank (digital payment).

TDS/Income Tax and penalties if any shall be deducted from the monthly bill.

## **20. Penalty**

Deduction on account of unsatisfactory Security Services, will be made from the monthly bill on the following grounds:

- a. In case of shortage of manpower/absence of Guard from the post during duty Hrs, an amount proportionate to the shortage of mandays @ 1.5% of daily wage and corresponding effect will be contractor's service charge.
- b. In case of non-maintenance of proper record in Register or lapse of services, maximum Rs.500.00 per day.
- c. In case of non-payment to security personnel as per wage rates of Govt. or less payment to the guards than actual man days as per monthly roster, the amount equivalent to short payment shall be deducted from monthly bill and corresponding effect will be contractors service charge.
- d. If mandatory rest days are not given to a security person, then for each such day overtime daily rate will be deducted from monthly bill and paid to the person concerned.
- e. In case of loss /theft/damage caused to institute property and amount of such loss will be determined by the institute authority.
- f. In case of unforeseen or peculiar circumstances beyond the instances above, the decision of the institute shall be final as far as imposition of penalty is concerned.

- 21.** Any damages to the infrastructure facilities or the property of the Institute by the personnel of the service provider, they shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.

In case, the security guards employed by the service provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the service provider shall be liable to take appropriate disciplinary action against such guards, including their removal from site of work, if required by TISS.

The service provider shall replace immediately any of its security personnel who are found unacceptable to the IIITG because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the competent Authority of TISS.

**22. Rights of The Registrar of TISS reserves right to**

- (a) Withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) Accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.
- (c) Terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
  
- (d) Suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the TISS shall be final and bindings on all parties.

**23. Breach of Terms and Conditions:**

Safe and secured service for property and controlling the movement of men, materials and vehicle in and out of the Institute is the essence of contract. If the quality of service rendered remains poor for a period of 1 month or more days in spite of communication from TISS, the contract may be terminated at the discretion of Competent Authority.

In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by TISS in that event the security deposit shall also stands forfeited.

If the services of the contractor are not found satisfactory or in case of breach of terms and conditions of the agreement, the contractor will be given warning notice and if the services are found still unsatisfactory the contract may be terminated by giving one month notice. During notice period both parties will discharge their obligations.

In case the contractor is required to (or decide otherwise) to discontinue the contract, he/she should give at least two months' notice to TISS, and shall render the services till the alternate arrangements are made.

**24. Settlement of Dispute**

Any legal dispute arising out of the contract as per this tender shall be exclusive jurisdiction of High Court in Guwahati subject to the provision of the Arbitration and Conciliation Act 1996 and any statutory modification or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

**25. Force Majeure**

The term "force majeure" shall mean, acts of god, war revolt, riots, fire, flood and act and regulations of the Government of India or any of its authorized agencies. In the event either party being rendered unable by Force Majeure to perform their obligations to be performed by them under this agreement, the party affected shall notify the other party in writing within 7(seven) days of the occurrence of such alleged Force Majeure. Neither of

the two parties shall be liable for any penalty/payment during the period of force majeure.

Annexure-I

**Technical bid Performa**

**For Round the Clock security TISS Guwahati Permanent site, Jalukbari , Tetelia Road Kamrup Metro**  
**Tender No.....** **dated.....**

<b>1.</b>	Name of the Firm/Company/Agency (Attach a copy of registration)	
<b>2.</b>	Name of the Director/Proprietor/Head etc.	
<b>3.</b>	Address of the Registered office, Local office in Guwahati	
<b>4.</b>	Registration under Private Security Regulation Act . Whether ISO certified. If so enclose the copy of relevant certificate.	
<b>5.</b>	Contact Details: a. Phone/Fax/Moblile Nos. b. Email c. Website if any	
<b>6.</b>	PAN No./TIN (Attach a copy)	
<b>7.</b>	GST Registration No. (Attach a copy)	
<b>8.</b>	Labor Commission Registration No. (Attach a copy)	
<b>9.</b>	EPF Registraion No. (Attach a copy)	

10.	ESI registration No. (Attach a copy)		
11.	Financial Turnover in last Three FYs (in lakhs) Attach a copy of Audited statement of each )		
a.	FY: 2015-16		
b.	FY: 2016-2017		
c.	FY:2017-18		
12.	List of similar contracts with reputed institutes/organizations/PSUs/University etc. (Attach a copy of work order/completion certificate in each case)		
	<b>Name of the Organization</b>	<b>Contract Value (Annual)</b>	<b>Duration</b>
a.			
b.			
c.			
d.			
e.			
13.	Tender fee Details (Enclose the DD with Technical Bid)	DD No..... Dtd..... Of..... Bank	
14.	EMD Details (Enclose the DD with Technical Bid)	DD No..... Dtd..... Of..... Bank	

**Note:** This proforma after filling up details has to be submitted with technical bid along with all supporting attachments. **Please use more than one sheets to furnish the above information if required.** Copies of supporting documents attached must be serially numbered from 1 to 14.

**Signature & Seal of the Bidder**

**Annexure-II**

**Bidder's Declaration**

1. I, .....Son/Daughter of Shri..... Proprietor/ Partner/Director/ Authorized Signatory of M/s.....am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all terms and conditions of the tender and hereby convey my acceptance of the same.
3. I / We \_\_\_\_\_ (Tenderer) hereby also declare that the Firm / agency namely M/s.\_\_\_\_\_ has not having any pending criminal case against Partners / Proprietor / Others and we are not blacklisted by any Government Agency for any fraudulent practices so far.



4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Authorized Person

Date:.....

Full Name.....

Place:.....

Company Seal.....

Note: This declaration must be submitted along with technical bid

**ANNEXURE-III**

**Financial Bid**

**Financial bid for Providing Security Services in TISS-Guwahati Campus , Jalukbari, Tetelia Road ,  
Guwahati -781013**

**Tender No.**

**dated.**

Name of Firm/Bidder:

Address :

Phone/Fax/Mobile/Email:

SL. No.	Category of manpower	Consolidated rate per person	Qty	Amount INR
1	Security Guard	12,615.00	33	416295.00
2	Supervisor	18,314.00	3	54942.00
3	Subtotal: (1) + (2)			471237.00
4	Any Other charges including Agency Service Charge			
5	GST			
Total Bid Price: From sl. No.3 to 5				

The wages to Guards and Supervisors shall be paid as per latest circular of Labour and Welfare Department, Govt. of Assam vide ref. no.GLR(RC)81/2005/189 Dated 18.01.2018. The breakup is as provided below:

Sl. No.	Description	Category of Manpower	
		Guards INR	Supervisor INR
1.	Basic Wage + VDA per month	10,700.00	15,600.00
2.	EPF: 13.15% on ceiling amount of 15000	1407.05	1973.00
3.	ESI (4.75%) per month	508.25	741.00
4. A	Total: Sl. No. 1 to 3 (round off)	12,615.00	18,314.00

Signature & Seal of the Bidder

Date:.....

Full Name.....

**Note:**

1. This price bid Annexure has to be sent in a separate envelope superscribing "price Bid".
2. Bonus, Uniform expenses will be borne by the contractor.
3. For daily wages/VDA etc., the bidder will follow the latest circular of Labour Welfare Department, Govt. of Assam (pertaining to Private security Agency)
4. Increase in DA or basic wages as and when applicable will be paid by the Principal Employer (The agency will have to produce Govt circular along with the bills against such claims)

**Annexure-IV**

**Selection and Evaluation Process**

Technical bids will be scrutinized as per the eligibility criteria laid down in the bid document vis-à-vis the supporting documents submitted by the bidders. A bid will be rejected if any of the eligibility conditions are not met. Bids that are found eligible will be awarded marks. The parameters to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid is as under:

SL. No.	Parameters	Marking schemes	Maximum Marks	Min. marks required for Qualification
1	Credibility of the bidder (certification, turnover, ongoing contracts, performance certificate from clients etc.)	<p>2 marks for ISO certification.</p> <p>5 marks for annual Turnover between 2-5 cr. in last three FYs, 10 marks for turnover 5 cr or more.</p> <p>3 marks for one ongoing contract of annual 50Lakh and 1 mark for each such additional contract subject to a maximum of 5.</p> <p>2 marks for satisfactory performance report from 2 clients and 0.5 mark for each such additional report subject to a maximum of 3 marks</p>	20	10
2	Past experience in carrying out similar works (Type and Number of Organization served, Contract value, Duration of service etc.)	5 marks for 5 years of experience, and 1 mark for each additional year subject to a maximum of 10 marks	15	5
3	Proposed Work plan and ability to extend quality service including Fire-fighting operation, rescue operation as elaborated in the demonstration/presentation before evaluation committee.	<p>3-9 marks for overall satisfactory presentation on work plan.</p> <p>2 marks for each add on services subject to a maximum of 6 marks</p>	15	5
Total			50	25

**Note:**

1. A bidder has to score at least the minimum marks under each category mentioned above and also an overall minimum score of 25 in the technical evaluation in order to be technically qualified.
2. Only the Financial bids of technically qualified bidders will be opened.
3. The bidder offering lowest price will be treated for awarding the contract. In case of a tie, the bidder with higher technical score will be declared as the successful bidder.