



# Indian Institute of Management Rohtak

Management city, NH-10, Southern Bye-pass,  
Sunaria, Rohtak – 124 010 (Haryana)

## TENDER DOCUMENT

IIM-R/ADMIN/OTE/2024-25/02 dated 25.04.2024

## OPEN TENDER ENQUIRY

**“Tender for providing Security Services (Civilian Trained Security Staff for 24 Hours) at IIM Rohtak Campus at Sunaria, Rohtak”  
Title of RFP (IIM-R/ADMIN/OTE/2024-25/02 dated 25.04.2024)**

Tender Processing Fee: Rs. 5900/- (Rupees Five Thousand Nine Hundred only) Compulsory & Non-refundable in all cases, should be submitted online (IMPS/NEFT/RTGS) to Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of “Indian Institute of Management Rohtak”. (A proof should be attached as scan copy along with technical bid).

**Last Date of Online submission of tender to IIM Rohtak: 20.05.2024 up to 1100 Hrs**

**(Scanned copy (PDF format) of the complete tender document is to be uploaded online after duly filled and signed using same color ink on all pages by Authorized Signatory/Proprietor with company’s seal stamped on each page).**

**CONTENTS OF TENDER DOCUMENT**

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**PART-I**

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES ON MONTHLY CONTRACT BASIS AT INDIAN INSTITUTE OF MANAGEMENT, ROHTAK**

Indian Institute of Management Rohtak, (IIM) Rohtak, Haryana (hereinafter referred to as the "Institute") established by an Act of Parliament under aegis of Ministry of Education, Government of India an institute of national repute is dedicated to offer world class programmes in Management Education. The institute invites online Tenders on 'Two Bid System' as mentioned hereunder in the attached prescribed format from reputed Manpower Providing Agency/Firm having adequate experience in the field of providing Civilian Security Guarding Services (24 Hours) at Institute. The agency shall be providing Security Services to the Institute based on the requirement of the Institute from time to time for a period of initially one year, further extendable based on satisfactory completion of contract every year on contract basis/outsourcing basis. Interested parties may submit bids online through Tender wizard duly super-scribed as "Technical Bid" and "Financial Bid". Both these bids should be superscribed "TENDER FOR PROVIDING SECURITY SERVICES ON CONTRACT BASIS". The website of IIM Rohtak is [www.iimrohtak.ac.in](http://www.iimrohtak.ac.in).

Tender form can be downloaded from Indian Institute of Management Rohtak Website <https://www.iimrohtak.ac.in/tender.php> from 25.04.2024 to 20.05.2024. Tender Processing Fee of Rs.5900/- (Rupees Five Thousand Nine Hundred only) by way of online transfer to the Institute official Bank Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of "Indian Institute of Management Rohtak" and proof of payment made is to be submitted along with the Tender document. **Tender Processing Fee of Rs.5900/- is non-refundable and has to be paid by every bidder.**

**Estimated cost of Tender for Security Services at IIM Rohtak: - Rs. 2,00,00,000/- (Two Crores Only).**

## PART-II

IMPORTANT INFORMATION RELATED TO TENDER

Sl. No.	Information	Dates
1	Date of Publishing of Tender	25.04.2024
2.	Date/Time of closing of Tender	20.05.2024 /1100 hrs.
3.	Date/Time of Opening of Technical Bid	20.05.2024 / 1200 hrs
4.	Date/Time of Opening of Financial Bid (Only those who qualify the technical evaluation)	Will be informed later
5.	Tender Processing Fees (Including GST) ( Nonrefundable)	Rs.5900/- (including GST) has to be paid online "Indian Institute of Management Rohtak". The proof of payment made has to be attached with the application form, without which the bid would not be considered valid. Bidder registered under MSE must have valid MSE Certificate (under Manufacturing/ Service Category) are exempted towards submission of Tender Fee/ EMD. Bidders must submit documentary evidence and bid security Declaration as per the Annexure.
6.	Earnest Money Deposit	EMD (Earnest Money Deposit) – Refundable Bidders are required to submit an "EMD of Rs. 4,00,000/- (Rupee Four Lakhs Only). It should be submitted online (IMPS/NEFT/RTGS) to Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of "Indian Institute of Management Rohtak". Bidders registered under MSE having valid MSE certificate (under Manufacturing/ Service Category) are exempted towards earnest money deposit on submission of documentary evidence and bid security declaration as per Annexure. The earnest money of successful bidder will be refunded after submission of performance bank guarantee.
7.	Performance Bank Guarantee	5 % of Contract Value in form of Bank Guarantee
8.	Period of validity of Tender	Minimum 90 days from closing date.
9.	Place of online Bid opening through Tender Wizard	Administrative Block of IIM Rohtak in its permanent campus at Sunaria, Rohtak. (The Online tender(s) will be opened in the presence of bidders (if any). Bidder or their authorized representative should present at IIM Rohtak to attend the online tender opening)

The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below.

- a) **Bids/queries to be addressed to:** Chief Administrative Officer, Indian Institute of Management Rohtak
- b) **Postal address:** Indian Institute of Management Rohtak  
(Management City, NH-10, Southern Bypass, Sunaria, Rohtak-124010, Haryana)
- c) **Name/designation of the contact personnel:** Administration

- d) **Telephone numbers of the contact personnel:** 01262-228503
- e) **E-mail ID of contact personnel:** [admin@iimrohtak.ac.in](mailto:admin@iimrohtak.ac.in)
- f) **Fax number:** 01262-274051

2. Online Bids are invited under two bid system from reputed, well established and financially sound security service providers to provide/deploy the uniformed trained manpower for the security services at IIM Rohtak.

3. The bids duly filled in all respect along with necessary documents may be addressed to Chief Administrative Officer, Management City, NH-10, Southern Bye-pass, Sunaria, Rohtak – 124010 (Haryana) so as to be uploaded online on or before 20.05.2024 till 1100 hrs.

4. The Technical bids will be opened online at IIM Rohtak in the presence of bidders online who may wish to be present, either by themselves or through their authorized representatives.

5. EMD (Earnest Money Deposit) – Refundable. Bidders are required to submit "EMD of Rs. 400,000/- It should be submitted online (IMPS/NEFT/RTGS) to Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of "Indian Institute of Management Rohtak".

6. Last date for receipt of tender: 20.05.2024 upto 1100 Hrs

7. Date of opening of Technical Bid: 20.05.2024 / 1200 hrs

8. Date of opening of Financial Bid: The opening date of price bid shall be intimated to the bidders whose offers have technically qualified.

**Tenderers are required to quote not less than the Nigam wages as per HKRN rates of wages by Haryana Govt. Tenders received after the due date and time will not be considered.**

**Director, IIM Rohtak reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding.**

Chief Administrative Officer  
IIM Rohtak

**PART-III**

**INSTRUCTIONS FOR BIDDERS**

1. **Scope of Services:** The Scope of Services is given in Part IV.
2. **Eligibility Criteria:**
  - (a) Should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than three years before 31/03/2024. Bids of tenderers having the status of sole proprietorship firms in any of the last five years shall not be considered at all.
  - (b) Should be providing similar kind of services for three years during the latest last seven financial years(i.e. providing security services through Ex-servicemen / Civil Guards) in Regulatory bodies, Large Educational /Research Institutions of National repute, Universities run by Central Government / State Government Departments, Public or Private Sector Companies / Undertakings, Autonomous Bodies and Critically Sensitive Establishments.
  - (c) Must have a valid (as on bid submission date) license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005 and as amended/revised for the past seven years. The security guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.
  - (d) Must have achieved minimum average annual turnover 30% of the estimated cost during latest three completed financial years and should be profit making entity.
  - (e) Should have their own Bank Account;
  - (f) Should be registered with Income Tax and GST departments;
  - (g) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act) and should be in compliance of applicable and relevant labour laws.
  - (h) Intermediaries registered with IIM Rohtak are not eligible to participate in this tender process.

(i) The agency or any of its partners /directors etc. should not have been black listed/ debarred by any of the government agencies or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 2005. Further no past contract of such agency should have been terminated in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

(j) The intending tenderers must be registered on e-tendering portal i.e., [www.tenderwizard.com](http://www.tenderwizard.com)

### 3. Qualification Criteria

(a) The Tenderer should have minimum seven years' experience in doing similar nature of work and have successfully completed the same. In support of this, tenderer should upload online the copy of such work orders along with satisfactory completion certificates issued from at least five or more clients.

(b) The Tenderer should have minimum three years' experience of providing security services to Indian Institutes of Management (IIMs).

(c) The Tenderer should meet any one of the three criteria as under:

i. Should have successfully completed ONE similar work of value equal to Rs. 1.60 crore(s) or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Critically Sensitive Establishments of repute. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.

OR

Should have successfully completed TWO similar works of value equal to Rs. 1.00 crore(s) each or more each from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Critically Sensitive Establishments of repute. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.

OR

Should have successfully completed THREE similar work of value equal to Rs. 0.80 crores each or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Critically Sensitive Establishments of repute. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.

**4. Documents required in support of eligibility and Qualification:**

The Tenderer should upload the signed and scanned copies of the following documents along with Technical Bid:

- a. Self-Attested copy of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory in the last 2 years.
- b. Self-attested copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
- c. Self-attested copy of valid license for security services of the Private Security Agencies (Regulation) Act, 2005 of the last three years.
- d. Self-attested copy of valid registration certificate under Contract Labour (Regulation and Abolition) Act, 1970.
- e. Statement of average annual turnover of latest last three years, in support of eligibility criteria mentioned above, from a registered practicing Chartered Accountant as per AnnexureX.
- f. Audited Balance Sheet along with Profit & Loss Statement of latest three financial years.
- g. EMD proof/receipt as specified in this tender document.
- h. Self-attested copy of Goods & Service tax registration certificate for Security Agency, Employee Provident Fund (EPF) and PAN card.
- i. Self-attested copies of work Orders and Client's Satisfactory Certificates in support of qualification criteria.
- j. Declaration for not having been blacklisted by any State Government or by Government of India as per the format either in or of this tender document.

**5. Tender Validity**

The validity period of the bid will be 90 days from the date of opening of Technical Bid, which may be extended by the bidders for such period as may be requested by IIM Rohtak. A proposal valid for a shorter period may be rejected as non-responsive.

**6. Earnest Money Deposit (EMD)**

- a. Bidders are required to submit an EMD of Rs. 4, 00,000/- (Rupees Four Lakh only). It should be submitted online (IMPS/NEFT/RTGS) to Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of "Indian Institute of Management Rohtak" and proof of payment made is to be submitted along with the Tender document. Bidders registered under MSE having valid MSE certificate (under Manufacturing/ Service Category)



are exempted towards payment of Tender Fee/ EMD. Please submit valid documentary evidence and bid security declaration as per Annexure.

b. Any Tender not accompanied EMD shall be summarily rejected and not considered at all.

**7. Preparation and Submission of Bids:** All documents/papers should be numbered and signed by the Tenderer on each page and the signed documents to be scanned and uploaded as PDF files each of less than 5 MB in size.

a. Tenders are to be submitted as per two bid system i.e. - Technical Bid and Financial Bid.

b. All entries in the tender form should be legible and filled clearly.

c. The Tender document should be attested with full signature by the tenderer, failing which the bid will be treated as ineligible. Corrections done with correction fluid should also be duly attested.

d. Technical Bid should contain all the documents required and EMD as specified. Technical Bid should also contain Tender Form, EMD, Manpower Details, Performance Statement, and Details of Staff available with the Agency.

e. Financial Bid should only contain the Price Schedule duly filled as per format given in Part VII. No overwriting, corrections, interlineations etc. are permitted in the Financial Bid. If found, bid shall liable to be rejected.

f. The rates should be quoted for the services to be provided as per instructions given in the tender document and should not be less than Nigam wages (as per Nigam Wages of HKRN (Haryana Kaushal Rozgar Nigam) rates of wages) applicable.

g. Both the bids (Technical and Financial) are to be submitted online with heading as " Tender for Security Services at IIM Rohtak" latest by 20.05.2024 by 1100 Hrs. No bid is to be submitted offline.

**8. Instructions regarding online Bid submission On-Line Submission**

The On Line Submission will have the following activities:

- i) Submission of digitally signed copy of Tender Documents/ Addendum
- ii) Submission of Acceptance/Rejection of General Terms & Conditions
- iii) Submission of Acceptance/Rejection of Special Terms & Conditions
- iv) Submission of EMD

v) Submission of **Technical Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Mandatory)

Technical Part must contain the following which is required to be submitted in the Main Bid/Bid Annexure:

- a) Scanned copy of the complete tender document duly signed and stamped on each page confirming the acceptance of terms and conditions in totality laid down by IIM Rohtak.
- b) Duly filled in Bidder details Form as per Part-VI
- c) Statement showing Clause by Clause Compliance to all Terms & Conditions of all the Sections of the Tender.
- d) Scanned copy of Documentary Evidence of Eligibility Criteria
- e) Technical Offer
- f) Data Sheet
- g) Product Brochure
- h) Any other supporting documents the bidder wishes to submit as a part of Technical Offer

vi) Submission of **Financial Part** as under:

- Submission of Electronic Form (Mandatory)
- Submission of Main Bid (Mandatory)
- Submission of Bid Annexure (Mandatory)

Financial Part must contain the Price Bid Schedule as per Part-VII.

The entire bid-submission as above would be online on ETS.

The bidder is requested to submit the following documents online to **Indian Institute of Management Rohtak** before the due date & time of submission through Tender Wizard:

- i) Proof of EMD amount paid/deposited to be attached.
- ii) Online Tender Processing Fee of Rs. 5900/- in favour of "Indian Institute of Management Rohtak" payable at Rohtak.
- iii) NSIC / MSME registration certificate if applicable.

**Special Note on Security of Bids**

Security related functionality has been rigorously implemented in ETS in a multi- dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Specifically for Bid Submission, some security related aspects are outlined below:

As part of the Electronic Encrypted™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World). A Passphrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Online Public Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officer. A bid cannot be opened without a correct Pass-Phrase.

It may also be noted that if a bidder fails to furnish the correct Pass-Phrase during the TOE of Technical Part, the bid shall be rejected. If the bidder fails to furnish the correct Pass-Phrase during the TOE of Financial Part, the bid shall be liable to be rejected.

There is an additional protection with SSL Encryption during transit from the client-end computer of a Contractor organization to the e-tendering server/ portal.

## **Online Public Tender Opening Event (TOE)**

### **E-tendering Mode only through E-Tendering portal (<https://www.tenderwizard.com/etenders>)**

ETS offers a unique facility for 'Online Public Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Online Public Tender Opening Event (TOE) from the comfort of their offices.

Every legal requirement for a transparent and secure 'Online Public Tender Opening Event (TOE)' has been implemented on ETS.

As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Online Public Tender Opening Event (TOE)'.

ETS has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by IIM ROHTAK for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhances Transparency. Detailed instructions are given on relevant screens.

ETS has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'.

## **Other Instructions**

For further instructions, the Bidder should visit the home-page of the portal (<https://www.tenderwizard.com/etenders>) and go to the **User-Guidance Center** the help information provided through 'ETS User-Guidance Center' is available in three categories – Users intending to Register / First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Contractor organizations. Various links are provided under each of the three categories.

**Important Note:** It is strongly recommended that all authorized users of Contractor organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of ETS.

The following '**FOUR KEY INSTRUCTIONS for BIDDERS**' must be assiduously adhered to:

- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline on ETS
- ii) Register your organization on ETS well in advance of tender submission deadline on ETS
- iii) Get your organization's concerned executives trained on ETS well in advance of tender submission deadline on ETS
- iv) Submit your bids well in advance of tender submission deadline on ETS (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of ETS, the fourth instruction is relevant at all times.

**9. Late Bids:**

Tender submitted after the closing date and time will not be considered. The bidders shall ensure that timelines are adhered to and any bids received later than the specified time and date shall not be entertained.

**10. Opening of Tenders:**

- a. The Tenders shall be opened online at the scheduled date, time as mentioned in Tender document by the committee constituted by the competent authority of IIM Rohtak.
- b. During the tender opening as above, the Technical Bids shall be opened online.
- c. The date and time of opening of financial bids shall be informed to all such Tenderers who qualify in technical evaluation.

**11. Evaluation of Tenders:**

- a. The committee constituted by the competent authority of IIM Rohtak shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b. The bid of the bidders who submit their bid along with the required EMD (Rs. 4,00,000/-) will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d. IIM Rohtak may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder.

- e. The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f. The Tenderer quoting the lowest bid amount for the services defined in the Scope of work shall be considered for award of contract. However, it shall not be binding to give the contract to lowest bidder.
- g. If there are multiple bidders/parties at L1 Level commercially, than the points scored in the table mentioned below in point "j" on page number 15 of this document will be used, and the work will be awarded to the bidder scoring more points in the table.
- h. If the points scored are also same, the deadlock will be broken by requiring the parties to make presentations. A committee constituted by the competent authority will give points to the presentation out of 25 points. The contract will be awarded to the party which scores higher points in the presentation.
- i. **Service charges/Administration charges should be quoted as per Clarification on Policy of Outsourcing by Chief Secretary to Government of Haryana vide letter no. 16/35/2021-3GS-II dated 04-08-2021 which states that service charge should be quoted above 2% by the agency for providing manpower.**
- j. **The matrix for evaluation of Technical Bids on the scale of 85 marks shall be as follows subject to the condition that the Minimum Qualifying Marks for Technical Bid would be 50 out of 85.**

Sl. No.	Technical Criteria	Total Marks
1	Experience of the Bidder in providing Civilian Trained Security Guard Services to Educational Institutions such as IIM, IIT etc. For more than 7 years <b>05 Marks</b>	<b>05</b>
2	Bidding Agency having their own training establishments for training and induction of security guards as per Private Security Agencies (Regulation) Act (PSARA), 2005 <b>05 Marks</b>	<b>05</b>
3	Experience of the Bidder in providing Civilian Trained Security Guard Services in Indian Institutes of Management (IIMs) (1) Between 3 years to 5 years (2) Above 5 years but less than 10 years <b>05 Marks</b> <b>10 Marks</b>	<b>10</b>
4	Experience of the Bidder in providing Civilian Trained Security Guard Services (3) Between 5 years to 7 years (4) Above 7 years but less than 10 years (5) More than 10 years <b>05 Marks</b> <b>10 Marks</b> <b>15 Marks</b>	<b>15</b>
5	Annual Average Turnover of the Bidder during the last three consecutive Financial Years in providing Civilian Trained Security Guard Services (1) between Rs. 0.60 Crores to Rs. 2 Crores (2) above Rs. 2 Crores to Rs. 10 Crores (3) above Rs. 10 Crores <b>05 Marks</b> <b>10 Marks</b> <b>15 Marks</b>	<b>15</b>
6	Currently Providing Number of Security Guards in Public Sector Company/Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute (1) Between 150 to 500 (2) Above 500 to Less than 750 (3) More than 750 <b>10 Marks</b> <b>15 Marks</b> <b>20 Marks</b>	<b>20</b>
7	Total Number of manpower including Security Guards working on the Pay Roll of Bidder duly supported by EPFO Challan for the months of December 2021, January & February 2022 (1) Between 250 to 500 manpower (2) Above 500 and less than 1000 manpower (3) More than 1000 manpower <b>05 Marks</b> <b>10 Marks</b> <b>15 Marks</b>	<b>15</b>

## 12. Award of Contract:

- a. IIM Rohtak may award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

- b. IIM Rohtak will communicate to the successful bidder that its proposal has been accepted. This letter (herein after and in the condition of contract called the “Letter of Offer”) shall prescribe the terms of payment to the contractor in consideration of the execution of work / services by the contractor as prescribed in the contract.
- c. The successful bidder will be required to execute an agreement with IIM Rohtak. The Institute is not bound to issue any certificate towards successfully satisfactorily completion/rendering the security services.
- d. Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.

**13. Performance Security Deposit and Award of Contract:**

The successful bidder who is awarded the contract shall be required to deposit a Performance Security Deposit @ 5% of the total value of the contract in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of IIM Rohtak covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful Security service provider. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non deposit of PBG within the stipulated time shall render the contract invalid at the discretion of IIM Rohtak.

- (a) The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.
- (b) If the successful Tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and EMD will be forfeited by the Tender Inviting Authority.

**14. Effectiveness and Duration of Contract**

The contract shall come into effect on the date of signing the contract by both the parties. The contract shall be valid for a period of 12 (twelve) months from the date of commencement of services. The contract can be extended for further period on the same terms and conditions.

**15. Commencement of Services:**

The Security Service Provider should commence the security services within 15 days of signing of contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.



- 16.** The Competent Authority of IIM Rohtak reserves the right to annul all bids or discontinue this tender process, without assigning any reason at any time prior to signing of agreement with the successful bidder.
- 17.** The bidder will be bound by the details furnished by him/her to IIM Rohtak while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- 18.** This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Security Service Provider described herein.
- 19.** This document is meant to provide information only and upon the express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the Security Service Provider or be the sole basis of any contract. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information on the Security Service Provider. While this document has been prepared in good faith, neither IIM Rohtak, nor any of their officers or subscribers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by IIM Rohtak and any of their officers or subscribers even if any loss or damage is caused by any act or omission on the part of IIM Rohtak or any of their officers or subscribers, whether negligent or otherwise.
- 20.** By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IIM Rohtak. IIM Rohtak and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
- 21.** Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observations contained herein.
- 22.** This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

- 23.** This document constitutes no form of commitment on the part of IIM Rohtak. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Security Service Provider selection process.
- 24.** When any proposal is submitted pursuant to this RFP, it shall be presumed by IIM Rohtak that the bidder has fully ascertained and ensured about its eligibility to render service as a Security Service Provider, in the event of the same being selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Security Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.
- 25.** By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and IIM Rohtak reserves the right at any time and without advance notice, to change the procedure for the selection of Security service provider.
- 26.** IIM Rohtak reserves the right to vary/alter/amend the eligibility criteria for the security Service Provider at any time, in its discretion, before the last date of submission of proposals.
- 27.** The Security Service providers shall comply with and abide by such directions that IIM Rohtak may issue from time to time.
- 28.** The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documents received within the stipulated times shall become the property of IIM Rohtak and will not be returned.
- 29.** The proposal shall be valid for a period of three months from the date of opening of proposals. A proposal valid for a shorter period may be rejected as non-responsive.
- 30.** Any matter relating to the appointment of security Service Provider or the procedure for the appointment of Security Service Provider shall be governed by the Laws of Union of India. Disputes, if any arising under t the said process shall be subject to the exclusive jurisdiction of courts at Rohtak.

**Part-IV**

**SCOPE OF WORK OF THE SECURITY AGENCY**

The contractor shall have to provide round-the-clock security services at IIM Rohtak Campus as mentioned in this tender document. The agency shall ensure protection of the personnel & property of IIM Rohtak, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the IIM Rohtak Campus. In case of any incident such as theft, robbery, fight, accident inside IIM Rohtak campus premises, it is the responsibility of Security agency to coordinate with Nodal designated Officer in lodging of FIR, legal proceeding etc. At any given time three (03) security guards on duty should be able to drive a four-wheeler so as to ensure patrolling and emergency situations on SOS basis.

**DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

1. The Security Agency will be responsible for overall security arrangements of the IIM Rohtak Campus Premises / covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized nodal officer from time to time and the security agency will be responsible for their optimum utilization.
5. The Guards on patrol duty should take care of all the water taps, valves, water hydrants etc. installed in the open all over the premises.
6. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff, students or by the outsider or by any cattle.
7. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
8. In emergency situations, security staff/supervisor/Security Officer deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
9. The Security Guards shall assist the visitors in reaching their desired department/locations,
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. Any other duties/responsibilities assigned by the Administration department may be incorporated in the agreement. The same shall also be binding on the contractor.

Part-V

TERMS AND CONDITIONS

1. The contract shall tentatively commence from 01.06.2024 and shall continue till 31.05.2025 unless, it is curtailed or terminated by IIM Rohtak owing to deficiency of service, sub-standard quality of Security deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of IIM Rohtak or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contract shall automatically expire on 31.05.2025, unless extended further by the mutual consent of contracting agency and IIM Rohtak.
3. The contract may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the successful service provider and IIM Rohtak.
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of IIM Rohtak.
5. IIM Rohtak, at present, has requirement of 75 Nos. of Security Guards (male and female) and three Security Supervisor and One Security Officer. The requirement of IIM Rohtak may further increase or decrease marginally, during the period of initial contract also and the successful bidder, awarded the contract, would have to provide additional Security staff, if required on the same terms and conditions.
6. IIM Rohtak reserves right to terminate the contract during initial period also after giving a one month's notice to the selected Security Service Provider.
7. The security agency shall not employ any person below the age of 18 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract. Security personnel deployed should have at least 3 years of relevant experience of doing the security duties.
8. The security personnel deployed shall be the employees of the security agency at all times and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The security persons deployed by the agency should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/ equipment.

9. The agency shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.
10. The agency at all times should indemnify IIM Rohtak against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 2005, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time.
11. Place of Duty, Working Hours and Punctuality:
  - a. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by IIM Rohtak from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed.
  - b. The personnel will have to report to the office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by IIM ROHTAK.
12. Adequate supervision will be provided to ensure 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 agency deployed, the supervisory staff will move in their areas of responsibility
13. The guards engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which will invite compensation of Rs. 500/- on each occasions and habitual offenders in this regard shall not be allowed to be deployed.
14. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Faculty/Staff/Students/Patients/Visitors/Attendants and should project an image of utmost discipline. The agency shall have right to have any person moved in case of staff complaints or as decided by representative of IIM Rohtak if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

15. Compensation

- a. In case any of agency's deployed under the contract is (are) absent, compensation equal to double the wages of number of guards/supervisors absent on that particular day shall be payable to IIM Rohtak and the same shall be deducted from the agency's bills.
  - b. In case any of agency's guards deployed under the contract fails to report in time and agency is unable to provide suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to IIM Rohtak
  - c. In case any public complaint is received attributable to misconduct/misbehavior of agency's guards, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from the agency's bill. Further the agency shall forthwith take steps for replacement of such guard.
16. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
17. The agency will provide a list of all personnel so deployed with permanent and present address along with their latest photographs to the Administration department of IIM Rohtak alongwith Police Verification Report.
18. It shall be responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in IIM ROHTAK invariably wear ID card during office hours.
19. The agency shall replace within twenty four hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change /replace the personnel at any point of time without assigning any reason.
20. IIM Rohtak shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.
21. The agency shall be responsible for any damages done to the property of the Authority by the personnel so deployed. IIM Rohtak will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.

22. The agency's personnel working in the Authority should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Authority. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
23. The Security staff deployed by agency in IIM Rohtak shall not claim any benefit, compensation, absorption or regularization of their services in IIM Rohtak either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to IIM Rohtak. In the event of any litigation on the status of the deployed persons, IIM ROHTAK shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, IIM Rohtak is made a party to such dispute, the agency shall take all steps to protect the interest of IIM ROHTAK and the agency shall reimburse the expenditure that would have been borne by IIM ROHTAK to defend itself, if so required.
24. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act including consumption of any other intoxicated item.
25. The agency shall be solely responsible for making payment without fail directly to the deployed Security staff by 7th of each month.
26. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by IIM Rohtak from the agency.
27. The security personnel deployed by the agency shall work under overall supervision & direction of the agency and shall be guided by the Administrative Officer/Administration Department to the extent required.
28. The agency will properly maintain muster roll of the person employed/engaged in connection with the work at the premises of IIM Rohtak.
29. The agency shall raise the bill, in triplicate, along with attendance sheet duly verified for actual shifts manned/operated by the personnel deployed by the agency and submit the same to IIM Rohtak by 3rd of the succeeding month.

30. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by IIM Rohtak to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from IIM Rohtak and shall be independent of the same.
31. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged guards/security staff in any nationalized bank.
32. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:
- a. In order to ensure that such workers get their entitled wages by 7th of the following month, the following schedule will be adhered to:
    - i. Monthly bill cycle will be from 1st day of the previous month to last day of the month.
    - ii. Monthly bill as per above cycle, will be submitted by the agency in first week of following month.
    - iii. The agency must ensure that entitled wages of the workers are credited to their bank account on or before the 7th of the following month; agency will not be given any relaxation in this matter.
  - b. While submitting the bill for the next month, the services provider must file a certificate certifying the following:
    - i. Wages of workers were credited to their bank accounts on (date).
    - ii. ESI Contribution relating to workers amounting to Rs. \_ was deposited on \_(date) (Copy of the challan enclosed).
    - iii. EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_(date) (Copy of the challan enclosed).
    - iv. He is complying with all statutory labour Laws including Minimum Wage Act 1948.
  - c. The agency should submit the bill in accordance with the above time schedule.
33. The entire financial liability in respect of security services deployed in IIM Rohtak shall be that of the agency and IIM Rohtak will in no way be liable for the same.
34. For all intents and purposes, the agency shall be the “Employer” within the meaning of different labour Legislations in respect of security personnel deployed by it. There shall be no claim by such deployed persons of any employment in IIM Rohtak. The persons deployed by



the agency in IIM Rohtak shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against IIM Rohtak.

35. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in IIM ROHTAK. IIM Rohtak shall, in no way, be responsible for settlement of such issues whatsoever.
36. IIM Rohtak shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the security staff deployed by agency in the course of their performing the functions/duties or for payment towards any compensation.
37. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places.
38. The agency's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as all are of confidential/secret nature.
39. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in IIM Rohtak. IIM Rohtak shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
40. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to IIM Rohtak to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
41. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to IIM Rohtak or any other authority under Law.
42. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by IIM Rohtak.
43. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result thereof IIM Rohtak is put to any loss / obligation, monetary or otherwise, IIM Rohtak will be entitled to get itself reimbursed out of the outstanding bills

or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

44. The agency shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in IIM Rohtak, which shall be a condition precedent for payment of its bills.
45. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by IIM Rohtak besides, annulment of the contract and other legal recourse.
46. The successful bidder who is awarded the contract by IIM ROHTAK will retain all the documentary proof/papers deposited with the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund and Service Tax. All such documents/papers will be necessarily submitted within seven days by the Man Power Service Provider as and when they are requisitioned by IIM Rohtak, failing which a penalty of Rs.100/- per day shall be deducted from the monthly bill of the agency.
47. IIM Rohtak reserves the right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
48. Any delay or forbearance on the part of IIM Rohtak or any waiver of its rights or condonation of any acts, on the part of IIM Rohtak shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

Part-VI**BIDDER DETAILS FORM**

## 1. Tender for Providing Security Services to IIM ROHTAK

<b>Sl. No</b>	<b>Description</b>	<b>Information</b>
1	Name of Tendering Security Service Provider	
2	Date of Incorporation of Company (Attach ROC Registration certificate/, Registered Partnership Deed );	
3	Details of Earnest Money Deposit	EMD (Earnest Money Deposit) - Refundable Bidders are required to submit a "EMD of Rs. 4,00,000/-. It should be submitted online (IMPS/NEFT/RTGS) to Account No. 252201000421, Bank-ICICI Bank, IIM Rohtak Branch, IFSC- ICIC0007244, in favor of "Indian Institute of Management Rohtak".
4	Name of Director/ Partner along with mobile number and email ID.	1.  2.
5.	Name and Mobile No. of Authorized Signatory	
6	Full Address of Registered Office: Telephone No. : FAX No. : E-Mail Address :	
7	Full address of Operating Branch/Office : Telephone No. : FAX No. : E-Mail Address :	
8	Banker of the Security Service Provider(Attach certified copy of statement of A/c for the last Three years)	
9	PAN No. / GIR No. : Attach attested copy)	
10	Service Tax Registration No. (in respect of Security Services) (Attach attested copy)	

11	Employee Provident Fund Registration No. (Attach attested copy)	
12	Employee State Insurance Registration No.: (Attach attested copy)	

2. Exclusive Income from Man Power Services of the tendering Security Service Provider for the three financial years mentioned below duly certified by a Chartered Accountant (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs.)	Remarks, if any
2020-21		
2021-22		
2022-23		

3. Give details of the major similar contracts handled by the tendering Security Service Provider during the last three years (i.e. 2020-21, 2021-22 & 2022-23) in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sl. No.	Name of the Client, Address, telephone No.	Security Services provided		Amount of Contract (Rs.)	Duration of Contract	
		Type of Security provided	No.		From	To

4. Submit Experience Certificate from at least three clients, to whom services have been provided by tendering security service provider in the past. The certificate should preferably be from Govt. / PSU clients or reputed companies and the same should be submitted in original or the copy of it, should be self-attested.
5. Additional information, if any. (Attach separate sheet, if required)

Signature of authorized person

Date:

Name: Place:

Seal:

Part VII  
PRICE BID FORMAT

(Date)

**Chief Administrative Officer**  
**Indian Institute of Management Rohtak**  
**Sunaria, Rohtak-124010 (Haryana)**

Dear Sir/Madam,

Ref: Tender for Selection of Security Services Provider for IIM ROHTAK

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Tender for Selection of Security Services Provider.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with IIM Rohtak. If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to IIM Rohtak.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document as also in the contract to be signed with IIM Rohtak for provision of Security services.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents and instruments delivered or to be delivered to IIM Rohtak are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead IIM Rohtak as to any material fact." we understand that if at any point of time it is noticed/discovered by IIM Rohtak that as information given by us is false or incorrect or misleading IIM Rohtak shall have the right to take such necessary action as it may deem fit besides cancellation of contract.

It is hereby confirmed that I/we are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this \_\_\_\_ Day of \_\_\_\_\_ 2024

(Signature)

(Name and Address of Authorized Signatory)

Witness Signature:

(Seal/Stamp of Company/Bidder)

Witness Name:

Witness Address:

**PRICE BID:**

INDIAN INSTITUTE OF MANAGEMENT, ROHTAK								
www.tenderwizard.com/iim-rohtak								
Tender No: IIM-R/ADMIN/OTE/2024-25/02								
Name of the work: Invitation of Online Bids for providing security services (Civilian trained security staff for 24 Hours) at IIM Rohtak Campus at Sunaria, Rohtak" Title of RFP (IIM-R/ADMIN/OTE/2024-25/02 dated 25.04.2024)								
PRICE BID								
Enter the Company Name								
Sl. No.	Designation	No. of Persons required	Rate per person per shift	Rate per Person per month	PF per Person per month	ESI per Person per month	Total Amount per Person per month	Total Amount
1	Trained Security Guards (Male) Trained Security Guards (Female)	75	0.00				0.00	0.00
2	Security Supervisor	3	0.00				0.00	0.00
3	Security Officer	2	0.00				0.00	0.00
<b>Total Amount</b>							0.00	0.00
<b>Service Charges in %</b>							0.00	0.00
<b>Total Amount with Service Charges</b>							0.00	0.00
<b>GST</b>							0.00	0.00
<b>Grand Total</b>							0.00	0.00

\*GST/SGST is applicable as per the rules.

Rates quoted should be equal to or more than the minimum wages prescribed under Nigam wages given in Haryana Kaushal Rozgar Nigam by Haryana Govt. If any of the statutory liability (as per prevalent rates) is not included above, the bid will be rejected.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

**Notes:-**

1. The rates quoted by the tendering agency should be inclusive of all statutory liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which services has been performed by each deployed Security guard, on the basis of Attendance duly verified by Administration Department at IIM Rohtak.
3. Bidders should not include relieving charges in their quotes.

Part-VIII

SELF-DECLARATION – NO BLACKLISTING

(Date)

**Chief Administrative Officer  
Indian Institute of Management Rohtak  
Sunaria, Rohtak-124010 (Haryana)**

Dear Sir/Madam,

In response to the Tender Document for Selection of Security Services Provider for IIM Rohtak, I/ We hereby declare that presently our company/firm ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Place:

Signatures \_\_\_\_\_

Date:

Name \_\_\_\_\_

Seal of the Organization \_\_\_\_\_



**Part IX**

(To be given on original letter head of the company/firm by the legal owner/authorized signatory of the company/firm)

**PLEDGE OF COMPLIANCE**

To,

**Chief Administrative Officer  
Indian Institute of Management Rohtak  
Sunaria, Rohtak-124010 (Haryana)**

Dear Sir/Madam,

I,.....  
.....full name, designation....., acting on behalf of M/s....., Company/Agency name & registered Office's full address....., which is an applicant for "Tender for providing Security Services (Civilian Trained Security Staff for 24 Hours) at IIM Rohtak Campus, Sunaria, Rohtak" vide Tender no IIM-R/Admin./OTE/2024-25/02 dated 25.04.2024, hereby undertake that I/We have no criminal antecedents, never declared bankrupt, never black listed by any Govt./PSU/Autonomous Dept./agency/body and we shall abide by all terms and conditions mentioned in this tender document and subsequently issued work order/Agreement against the said tender enquiry. In the event of any breach of terms and conditions of this tender and subsequently issued work order/agreement against the said tender enquiry during the entire period of contract, we shall take the full responsibilities of any loss incurred by my agency/company employees/representatives by their negligence to IIM Rohtak including financial, time and reputation as assessed by competent authority of IIM Rohtak and my company/agency will fully compensate to IIM Rohtak for all such losses without ensuing any legal process.

Company's official seal.....

Place:.....

Date...

Signature: .....

Full Name:.....

Address: .....

.....

.....

Pin.....

Contact Nos.....

E-mail ID.....

**Annexure-X**

**Name of Work:** Tender for providing Security Services (Civilian Trained Security Staff for 24 Hours) at IIM Rohtak Campus at Sunaria, Rohtak

ANNUAL FINANCIAL TURNOVER OF BIDDER (NAME OF THE BIDDER)

The Bidder shall indicate annual financial turnover based on audited annual accounts by Chartered Accountants.

<b>Financial Year</b>	<b>Annual Turnover (Rs. in Lakhs)</b>	<b>Net Profit (Rs. In Lakhs)</b>
2020-21		
2021-22		
2022-23		
<b>Average Annual Turnover</b>		

Note :

1. Signature and seal of Chartered Accountant is mandatory.
2. Copy of audited balance sheet and profit & Loss account duly certified by CA for above financial Year shall be attached.

Name / Firm Name, Signature & Seal of  
Chartered Accountant  
(UDIN No : )

Name, Signature and Seal of Bidder

Date :

Date :

**BID SECURITY DECLARATION FORM**

( to be submitted on bidders letter Heads )  
(To be filled by MSE Bidder only)

**Annexure - XI**

Date.....

**Name of work:** Tender for providing Security Services (Civilian Trained Security Staff for 24 Hours) at IIM Rohtak Campus at Sunaria, Rohtak

To  
CAO,  
IIM Rohtak  
Haryana – 124001.

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bid must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three years from the date of notification if I am / We are in breach of any obligation under the bid condition, because I/We

- a) Have withdrawn/ modified/ amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form Bid; or
- b) Having been notified of the acceptance of our bid by the employer/purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or(ii) fail or refuse to furnish the Performance security deposit in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if am/we are not the successful bidder.

Signed: (insert signature of person whose name and capacity are shown)

Name: (insert complete name of person signing the Securing Declaration)

Dated on -----day of ----- (insert date of Signing)

Seal

Annexure XII

Pre-Integrity Pact Clause: An “Integrity Pact” would be signed between the IIM Rohtak and the Bidder for purchase (If required). This is a binding agreement between the Buyer and Bidders for specific contracts in which the Buyer promises that it will not accept bribes during the procurement process and Bidders promise that they will not offer bribes. Under this Pact, the Bidders for specific item/services or contracts agree with the Buyer to carry out the procurement in a specified manner. The Format of Pre-Integrity Clause will be as per the prescribed format will be provided on request (If required). The essential elements of the Pact will be as follows:

- a. A pact (contract) between the IIM Rohtak, “the authority or the “principal” and those companies submitting a tender for this specific activity (The Bidder”);
- b. An undertaking by the Principal that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;
- c. A statement by each Bidder that it has not paid, and will not pay, any bribes;
- d. An undertaking by each Bidder to disclose all payments made in connection with the Contract in question to anybody (including agents and other middlemen as well as family members, etc., of officials); the disclosure would be made either at the time of submission of Bids or upon demand of the Principal, especially when a suspicion of a violation by that Bidder emerges;
- e. The explicit acceptance by each Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.
- f. Undertaking on behalf of a Bidding company will be made “in the name and on behalf of the company’s Chief Executive Officer”.
- g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings:
- h. Denial or loss of contracts;
- i. Forfeiture of the Bid security and performance bond;
- j. Liability for damages to the principal and the competing Bidders; and l. Debarment of the violator by the Principal for an appropriate period of time. m. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviour and compliance program for the implementation of the code of conduct throughout the company.

Signed:

Name:

Dated on -----day of ----- (\_\_\_\_\_)

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**Part – XIII****CHECK LIST FOR TENDER DOCUMENTS SUBMISSION/UPLOADING**

Sl. No.	Description	Attached/Uploaded YES / NO	Name of the Document Attached/Uploaded
1	Tenderer should have minimum seven years' experience in doing similar nature of work i.e., providing Civilian Trained Security Guard Services		
2.	Private Security Agencies (Regulation) Act, 2005 (PSARA) of the last three years for Haryana State		
3.	Similar work of value equal to Rs. 1.60 crore(s) or more from any Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment / Critically Sensitive Establishments of repute.		
4.	Must have achieved minimum average annual turnover 30% of the estimated cost during latest three completed financial years and should be profit making entity.		
5.	Registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).		
6.	Experience of the Bidder in Civilian Trained Security Guard Services to Educational Institutions of National Repute more than 3 years		
7.	Experience of the Bidder in providing Security Services to Indian Institutes of Management more than 3 years		
8.	Bidding Agency having their own training establishments for training and induction of security guards as per Private Security Agencies (Regulation) Act (PSARA), 2005		
9.	Experience of the Bidder in providing Civilian Trained Security Guard Services-All supporting docs to be included in this document only.		
10	Annual Average Turnover of the Bidder during the last three consecutive Financial Years in providing Civilian Trained Security Guard Services		
11	Currently Providing Number of Security Guards in Public Sector Company/Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute.		
12	Total Number of manpower including Security Guards working on the Pay Roll of Bidder duly supported by EPFO Challan for the January, February & March 2023.		

**Summary / Index of Documents Attached**

Sl. No.	Description of Documentary Proof	Attached/ Uploaded YES / NO	Page No. (From-To)
1.	Tender Document Signed and Stamped		
2.	Tenderer should have minimum Seven years' experience in doing similar nature of work i.e., providing Civilian Trained Security Guard Services		
3.	Private Security Agencies (Regulation) Act, 2005 (PSARA) of the last three years for Haryana State		
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5.	Must have achieved minimum average annual turnover 30% of the estimated cost during latest three completed financial years and should be profit making entity.		
6.	Registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act).		
7.	Self-Declaration of No Blacklisting / Pledge of Compliance		
8.	Work Experience of the Bidder in providing Security Services to Indian Institutes of Management (IIMs) for more than 3 years		
9.	Bidding Agency having their own training establishments for training and induction of security guards as per Private Security Agencies (Regulation) Act (PSARA), 2005		
10.	Experience of the Bidder in providing Civilian Trained Security Guard Services- All supporting docs to be included in this document only.		
11.	Annual Average Turnover of the Bidder during the last three consecutive Financial Years in providing Civilian Trained Security Guard Services		
12.	Currently Providing Number of Security Guards in Public Sector Company/Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute.		
13.	Total Number of manpower including Security Guards working on the Pay Roll of Bidder duly supported by EPFO Challan for the December 2023, January and February 2024		