

## **TENDER FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES**

### **TENDER No. IPR/MWCAC/08/2017 dated 11.10.2017**

- ☞ Estimated Value ₹ 4,00,00,000/- (Approx.) For one year
- ☞ *Bid Validity : 90 days from date of opening of Tender*
- ☞ *Cost of Tender Document: ₹1000 /-(Rupees One thousand Only)*
- ☞ *EMD- ₹ 5,00,000/- (Rupees Five Lakhs Only)*
- ☞ Period of Contract- One Year (Extendable for another one year or part thereof)

### *IMPORTANT DATES*

➤ Date of Release of Tender Document	14.10.2017
➤ Last date of sale of Tender Document	27.10.2017(1630 Hrs)
➤ Last date for downloading Tender Document	30.10.2017 (1200 Hrs)
➤ Last Date and Time for Submission of bids	30.10.2017 (1300 Hrs)
➤ Date and Time of Opening of technical bids ( Part I )	30.10.2017 (1430 Hrs)

For any query, following officers may be contacted:

1. Shri P. K. Atrey,  
Acting Chief Administrative Officer - 079-23962000
2. Shri H.C. Khanduri  
Assistant Administrative Officer - 079-23962014/23962000
3. Dr.Ajai Kumar  
Scientist-SH+ - 079-23962057/23962000

**TENDER FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES**

**TENDER No. IPR/MWCAC/08/2017 dated 11.10.2017**

On behalf of the Director, Institute for Plasma Research (hereinafter referred as 'IPR'), sealed bids are invited under Two Bid System, i.e., **Technical Bid and Financial Bid** from bonafide, resourceful, reputed & experienced Security Firms/ Agencies for providing round the clock security service at the following locations for a period of one year (extendable for a further period of one year or part thereof ).

1. Institute for Plasma Research, Bhat, Gandhinagar (IPR)
2. FCIPT, GIDC Estate Gandhinagar (FCIPT).
3. ITER- India, Koteswar, Gandhingar (ITER-India).
4. IPR Extension Labs, located at GIDC, Gandhinagar (IPR Extn.Lab).
5. Ruswi Park, Ghatlodia (Near Ranna Park ), Ahmedabad (Ruswi Park).

Interested bidders may obtain tender document from The Acting Chief Administrative Officer, Institute for Plasma Research, Bhat, Gandhinagar- 382428, on all working days up to 27.10.2017 (between 10:00 Hrs. to 16:30 Hrs) with a request letter accompanied by non-refundable tender fee of ₹1000/- (Rupees One Thousand Only) in the form of Demand Draft. The Demand Draft must be from a scheduled bank and drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar.

Tender document can also be downloaded from the IPR website <http://www.ipr.res.in/documents/tenders.html>. However, they must ensure that tender fee of ₹1000/- (Rupees One Thousand Only) in the form of Demand Draft must be enclosed along with the bid failing which tender will be treated as incomplete and rejected.

The technical bid and financial bid should be sealed in separate covers duly super scribing "Tender for Providing round the clock security services -**TENDER No. IPR/MWCAC/ 08/ 2017 dated 11.10.2017** and both these sealed covers are to be put in a single cover which should also be sealed and duly super scribed. This cover should be addressed to The Acting Chief Administrative Officer, Institute for Plasma Research, Bhat, Gandhinagar- 382428 so as to reach the office on or before 30.10.2017 **till 1300** hours.

**Pre-Qualification Criteria for bidder (Part-I):**

- 1) The Firm/Company should have 05 years' experience and a full-fledged office in Ahmedabad/ Gandhinagar.
- 2) During last five years the bidder must have completed at least one single security contract of one year duration in Government/ Semi Government or reputed Organization for providing round the clock security services in Gujarat Region with deployment of 75 security personnel per day at single premises. Documentary evidence must be submitted.
- 3) Presently the bidder must have at least one running security contract in Government/ Semi Government or reputed Organization for providing round the clock security services in Gujarat Region with deployment of 100 security personnel per day. Documentary evidence must be submitted.

- 4) During last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)
- i) the bidder must have undertaken and completed at least one contract of minimum value of ₹1.6 Crore for providing security services
- OR**
- ii) the bidder must have undertaken and completed at least two contracts of minimum value of ₹1.2 Crore for providing security services.
- OR**
- iii) the bidder must have undertaken and completed at least three contracts of minimum value of ₹80 Lakhs year for providing security services.
4. The bidder should have valid ISO 9001 certification and valid license under the Private Security Agencies (Regulation) Act, 2005 (PSARA) as on date of publication of tender document.
5. The bidder should have all the necessary registrations under Government including the registration of the company/firm, PF, ESI, GST registration, PAN/TAN No., Registration details with Labour Commissioner, etc.
6. The bidder should have a solvency of ₹1,60,00,000/- (Rupees One Crore Sixty Lakhs Only). Latest bank solvency certificate from a nationalized/ scheduled bank must be submitted.

**General Information- I:**

- i) The envelope containing Technical Bid shall be opened first on the scheduled date and time at IPR in the presence of the representatives of the bidders, who wish to be present for the bid opening. They must produce an authorization letter from the firm/company for attending the bid meeting.
  - ii) **The bidders will be first shortlisted on the basis of the documents submitted for pre-qualification criteria.** A committee constituted by IPR may visit the clients' premises of these shortlisted bidders and may also obtain the feedback from the clients. The report of the committee and the feedback from the clients will be the basis for final short listing of the bidders.
- (ii) The Financial Bids of only shortlisted bidders as above will be opened in the presence of their representatives attending bid opening on a date and time that will be informed by IPR. An authorization letter from the firm/company for attending the financial bid opening meeting by the representative must be produced.

The category wise requirement of Security personnel for our five campuses is as below.

Sr. no.	Category of Security personnel	IPR	ITER INDIA	FCIPT	IPR Extn Lab	Ruswi Park	Total Requirement	
							Ex. Servicemen from Armed forces/Para Military/Police	Unskilled Security personnel
1	Security Officers	1	1	1	-	-	03	0
2	Security Supervisor	5	2	3	3		13	0
3	Armed guards	3	-	-	-		03	0
4	Security Guards	86	7	8	10	3	47	67
5	Lady guard	2	-	-	-		0	2
Sub-Total							<b>66</b>	<b>69</b>
<b>Grand Total</b>								<b>135</b>

**Note:**

1. Total number of security personnel required is approximately 135Nos on daily basis.
  2. **Bidder is advised to fill the rate schedule only after visiting all the locations as mentioned above.**
  3. Rate must be quoted as per prevailing minimum wages as announced by Labour Commissioner (Central) for Zone A ( IPR. ITER-India & Ruswi Park) and Zone C (FCIPT & Vidhta building ).
  4. The rates quoted by the bidder should invariably include Statutory obligations, Bonus, Liveries, Reliever's salary, Overheads & profit etc. and all applicable taxes.
  5. The bidder must have registration of PF/ESI/GST and should have valid license under the Private Security Agencies (Regulation) Act 2005. In case the license is submitted for renewal, it must be renewed before the date of submission of the tender document failing which the bid submitted will be rejected.
  6. If contract is awarded, the bidder is required to submit along with bill :
    - (a) Necessary challans in respect of PF, ESI in support of having made the payment to concerned authorities, every month.
    - (b) Copy of attendance register, wage slip & bonus register whenever required.
- If the party fails to submit the above documents, appropriate deductions shall be made from the bill in addition to a penalty as deemed fit.
8. The bidder should sign all the pages of tender document before submission as token of having read, accepted the terms and conditions.
  9. **The rates quoted in the tender shall remain firm for the entire period of the contract.**
  10. Incomplete and late tenders shall be rejected.
  11. The Institute reserves the right to split the contract and award separately two or more parties.
  12. The bidder if awarded the contract will have to provide the necessary manpower only after getting the police verification done of the individuals.

## **Scope of Work**

The scope of this tender is for providing effective & efficient round the clock security services at Bhat, Gandhinagar and its other premises and involves jobs such as:

- ❖ watch & ward
- ❖ preventing entry of unauthorized person & vehicle
- ❖ regulating entry, exit and parking of vehicles
- ❖ regulating entry and exit of material
- ❖ frisking labours, guests and employees
- ❖ prevention of theft, loss and damage to IPR property
- ❖ keeping constant patrolling of the premises
- ❖ to take part in fire fighting rescue operation etc. in the event of emergency
- ❖ driving away stray animals
- ❖ safety of movable & immovable property
- ❖ Regular checking of all office rooms and switching off lights, fans, power points, air conditioners etc.
- ❖ Attending telephone calls when office is closed and keeping record of telephonic message/communication.
- ❖ Record keeping
- ❖ To cooperate with IPR Officers in all matters relating to security

The scope of work also includes induction, deployment of trained security personnel, constant monitoring of check posts, survey, surprise checks, reviewing and reporting security matters to concerned officer, handling all security requirements of the institute independently & recommending measures to improve the security arrangements.

The rate shall also include any work of incidental & contingent nature although not specifically mentioned in the tender, but necessary for its completion in an efficient manner.

The scope of work in terms of the number of security personnel required by the institute may increase or decrease during the term of the contract.

## **2. GENERAL TERMS & CONDITIONS :**

- The contractor shall be fully responsible in all respects to effectively take care of security needs of the Institute by deploying personnel with adequate experience of having worked in similar organizations of repute, in all the shifts to ensure foolproof security arrangements.
- The contractor shall be fully responsible for complete watch and ward of entire IPR Campus, ITER-India Office, Ruswi Park, FCIPT, IPR Extension Labs Building.
- The contractor shall deploy trained guards at all points and impart training to all his guards at regular intervals. The training should include basic training in vigilance, fire fighting and using of fire extinguishers.
- The contractor shall also make special security arrangements involving deployment of additional manpower as and when required, for which additional payment will be paid at the quoted rates in the Price bid.
- The contractor is required to provide armed guard/gunman, presently one in each shift at IPR.

- The contractor shall ensure that no theft, pilferage, damage or any such similar act is committed with regard to properties and assets of the Institute.
- The contractor shall be responsible to check, restrict and regulate the movements/entries of persons/vehicles by using the Hand Held Metal Detector (HHMD), Trolley Mirror etc. provided at main gate and prevent unauthorized persons, things/material and vehicles from entering the premises. Necessary registers shall be maintained and all entries made therein of all visitors and their belongings.
- The contractor shall keep a check on material moving in and out of the campus. No materials shall be allowed to be taken away by anyone without proper authority and entry in the material gate pass register to be maintained for this purpose.
- The contractor shall co-ordinate and liaison with the State Police Department immediately in case of breach of peace/theft and shall assist the Institute in lodging complaints with Police for loss, damage, destruction, pilferage or any of the properties of the Institute or their staff members.
- The contractor shall ensure regular attendance and proper performance of duties by security staff deployed by them at the respective points. The Proprietor/Director or his deputy should have a meeting with the concerned officer at least twice in a month.
- The contractor shall ensure that the alertness and patrolling in the campus is very effective particularly on holidays and after office hours to prevent/detect theft, pilferage or any other damage to Institute's assets (material and persons).
- The contractor shall not allow any of the personnel deployed at the Institute to work in more than one shift in a day. The Institute shall have the right to impose a suitable penalty if security personnel are posted in more than one shift without sufficient cause and intimation to the concerned officials of the Institute.
- The contractor shall be responsible for lapses committed or omitted either inside or outside the premises by the persons deployed by the contractor in the campus.
- The contractor shall not assign or sublet, transfer or sub-contract the job awarded to them in favour of any other contractor or agency.
- The contractor shall strictly check the authenticity and photo identity of the persons visiting the campus and shall keep the records of all persons entering and leaving the campus through a computer system provided by the Institute.
- The contractor shall make their own arrangements for accommodation, transport, canteen and any other facility for the security personnel deployed by them at the respective locations.
- There shall be no employee - employer relationship between the persons deployed by the contractor and the Institute.
- Within 15 days of the award of the contract/ LOI, the contractor will be required to register themselves as the contractor with the concerned authorities and shall produce one copy of the license to the Acting Chief Administrative Officer.
- The contractor shall provide liveries such as uniforms, socks, belts, badges, raincoats, gumboots, winter uniforms, whistle, lathi, big torches (with cells) and other paraphernalia to his security staff at his own cost.

- The contractor shall be required to make the entries of materials bought out of the imprest money by the staff members. The necessary register shall be maintained at the main gate / Admin point.
- The contractor shall at his own cost deploy strong, stout, mentally sound, trained, smart, well-disciplined, intelligent, hardworking security personnel, after due medical check-up (preferably normal vision without glasses) in the age group, qualifications and experience as specified herein below.

S.No	Category of Security personnel	Qualification
1	Security Officer	<p>Ex-serviceman from Army, Navy or Air-Force or Para-military force/police equivalent to the rank of Junior Commissioned Officer (JCO) or above and has handled security independently in any Govt. organization or reputed Private Company for not less than 5 years.</p> <p>The knowledge of spoken &amp; written English is a must besides Hindi. Knowledge of local language is desirable.</p> <p><b>Age limit:</b> The candidates above 45 years of age but below 55 with good track records may be considered.</p>
2.	Security Supervisor	<p>H.S.C., Ex-serviceman from Army, Navy or Air-Force or Para-military force having minimum 5 years of experience in private security agency as supervisor and trained in Fire Fighting. The knowledge of written English &amp; Hindi is a must. Knowledge of local language is desirable.</p> <p><b>Age limit:</b> 30 to 48 years</p>
3.	Security Guards (Ex. Service men)	<p>Minimum Qualification: S.S.C., Ex-serviceman from Army, Navy or Air-Force or Para-military force having 3 years of experience in any reputed private security agency. Trained and having knowledge of fire fighting. Should be able to read &amp; write English/Hindi. Knowledge of local language is desirable.</p> <p>Age limit: 30-48 years.</p>
4.	Security Guards (Unskilled)	<p>Minimum Qualification: S.S.C. having 3 years of experience as guard in any reputed private security agency. Should be able to of read &amp; write English/Hindi. Knowledge of local language is desirable.</p> <p>Age limit: 22 to 40 years.</p>

- The weekly off of all security personnel shall be allowed as per the statutory provision. The contractor shall further ensure that the personnel are of high integrity and their credentials must be verified with reference to the pending police cases etc.
- The contractor shall be fully responsible for all disputes, issues, claims & matters related to employment, non-employment & terms of employment as far as employees engaged by him are concerned. The contractor shall indemnify IPR for all appointment of his personnel under him and that they shall have no claim for permanent employment at IPR.

- There shall not be any privity of contract between the Institute on one side & employees engaged by the contractor on the other side and the contractor alone should be responsible for all matters arising out of employees engaged by him. There would be no direct control / supervision of the Institute on the employees of the contractor.
- The work should be carried out as per the instructions of Officer in charge. The contractor shall be required to ensure maintenance of Institute's decorum himself and by all the persons deployed by him.
- In case the contractor abruptly stops the work with/without sufficient notice, the Institute may decide to terminate the contract forthwith and will make immediate alternative arrangements. In such case, the Contractor shall be liable for making good the additional expenditure that may be incurred by the Institute for making alternative arrangements, till appropriate arrangements are made through calling the quotations, besides forfeiture of security deposit.
- In case of dispute on the interpretation of terms and conditions of the contract, the decision of the Director, IPR shall be final and binding on the contractor.
- The contractor shall ensure that all the persons deployed by him are free from all communicable contagious infectious and other diseases and the contractor shall have them medically examined in case of any illness at his own cost. IPR also reserves the right to direct the contractor to get his persons medically examined by a physician approved by IPR at the sole expense of contractor. If in the opinion of the IPR any person deployed by the contractor is found to be suffering from any such communicable diseases or if any of the person of the contractor is found to commit any misconduct or misbehaves, IPR may restrain such person from entering the premises.
- The contractor shall be responsible for the persons deployed by him observing all safety rules from time to time. In case, IPR suffers any loss of any nature from the persons deployed by the contractor not following the safety regulations/ instructions, the contractor shall be liable to make good all such losses as may be necessary to recover all such losses from the security deposit and/or dues payable by IPR to the contractor besides other remedies open to IPR.
- The contractor shall maintain a fully equipped medical first aid box, which should be easily available to the persons deployed by him. It will be the sole liability of the contractor, in-case of accident or death of any personnel deployed by the contractor while on duty.
- The contractor would be required to arrange the screening/scrutiny of security personnel, which he intends to deploy at the Institute, on the date/time convenient to Officer In-Charge, before final selection is done. The contractor would be required to submit the Police verification certificate of all the personnel to be engaged for security work at any of the premises of the Institute.
- If, at any time, IPR finds any of the security personnel is unfit, the contractor will be required to replace the same by another security person of the same rank and status immediately. The decision of the officer-in-charge in this regard shall be final and binding on the contractor.
- All security personnel to be deployed by the contractor for providing security services should possess sound health and physique, clean shaved and they should be in terry cotton uniform only, which should be maintained in neat and clean condition and well pressed at all times while on duty.



- The contractor shall inform the Officer-in-Charge any change in any of its security personnel posted at any point and shall do so only after prior approval of the Officer-in-Charge after fulfilling all the terms and conditions laid down in the tender document.
- The security guards deployed in the II and III shifts will be required to keep continuous night patrolling.
- The contractor should have his own registered office with their own telephone and other communication facilities at Ahmedabad/Gandhinagar, and should have round the clock support and monitoring system from its local office.
- The institute reserves its right to change/alter any of the terms & conditions.
- The contractor will be required to submit a copy of bio-data with the present and permanent address, Aadhar card / Election card, one passport size photograph and copy of valid Police Verification Certificate duly vetted by the contractor, in respect of each of the security personnel to be deployed by him at the Institute.
- In the event of having found that the contractor or his personnel have contributed to a theft by deliberately convincing or by themselves taking part in such an activity, IPR reserves the right to forfeit the security deposit and terminate the contract immediately.
- The contractor will be required to provide identity cards to his security personnel under applicable labour laws.
- The contractor shall deploy security personnel having basic knowledge of emergency communication, fire fighting and use & operation of various types of fire extinguishers. Security personnel shall also be responsible for firefighting whenever need arises. In case of a major fire emergency, they have to guide external fire fighting services and also help them in fire fighting as per the instructions given by the Officer-in-charge of IPR.
- The contractor should have training Center to provide good quality of training to the security personnel.
- The contractor should have vehicles for night patrolling and night support in case of emergency.

### **3. COMPLIANCE WITH VARIOUS ACTS :**

- The Contractor shall be fully responsible for complying with all the relevant statutory obligations as applicable from time to time including :
  - ❖ Contract Labour (Regulation and Abolition) Act
  - ❖ Minimum Wages Act
  - ❖ Payment of Wages Act
  - ❖ Employees Provident Fund Act
  - ❖ ESI/Workmen's Compensation Act
  - ❖ Bonus Act
  - ❖ Fatal Accident Act
  - ❖ Gratuity Act
  - ❖ Private Security Agencies (Regulation) Act 2005.
  - ❖ Any other act, as applicable from time to time

Consequences arising out of the non-compliance with statutory requirements shall be the entire responsibility and be borne by the contractor.

All the relevant records / documents / registers / correspondances / receipts etc. for the above may be produced for verification whenever desired by the Institute.

- The contractor shall have to strictly pay minimum wages as notified by the Asst. Labour Commissioner (Central) for Zone A (Ahmedabad) and Zone C i.e. remaining area of Gujarat, from time to time to his security personnel. The payment of wages to the persons deployed by the Contractor may be witnessed by an authorized representative of the Institute.

#### **4. Tenure of Contract:**

The contract will be for a period of **One** year effect from December 1, 2017, with an initial trial period of three months. The performance will be evaluated during the trial period of the contract. At the sole discretion of IPR, the trial period may be extended for a further period of three months or more. IPR reserves the exclusive right to terminate the contract without notice, during the trial period/extended trial period without assigning any reason whatsoever.

#### **Termination of Contract**

Notwithstanding anything contained herein, IPR reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

The CONTRACTOR may also discontinue the services by giving three months notice in writing to IPR. If the CONTRACTOR suspends the services without any notice to IPR, the whole amount of security deposit shall be forfeited in addition to the recovery of loss incurred in making alternate arrangements.

The contract shall stand terminated in the event of filing any legal petition against IPR by the CONTRACTOR or any of its employees with regard to labour laws/rules or in case of any agitation/strike initiated by the CONTRACTOR's employees.

#### **5. Earnest Money Deposit (EMD)**

The interested bidders may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of ₹5,00,000/- (Rupees Five Lakhs Only) in the form of Demand draft/Banker's Cheque of any scheduled bank drawn in favour of "Institute for Plasma Research" payable at Gandhinagar to the Acting Chief Administrative, IPR.

The EMD of the unsuccessful bidders shall be returned at the earliest after expiry of the bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract, whichever is later. No interest shall be payable on EMD.

#### **6. SECURITY DEPOSIT**

The **successful bidder** shall have to deposit a Security Deposit 10% of contract value within two weeks of the receipt of the LOI. The security deposit will be furnished in the form of Demand Draft / Bank Guarantee State Bank of India/ nationalized banks or any one of the scheduled banks mentioned in the bracket (Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank) drawn in favour of "Institute for Plasma Research" Payable at Gandhinagar and no interest shall be paid thereon.

The security deposit should be valid for six months beyond the date of completion of all contractual obligations. EMD shall be refunded to the successful bidder on receipt of security deposit. The Security Deposit shall be held by IPR as security for the due performance of the CONTRACTOR's obligations under the Contract. The security deposit shall be refunded to the contractor within six months from the date of expiry/termination of the contract.

The whole amount of the Security Deposit will be liable to be forfeited in case of breach of any of the terms agreed upon by the CONTRACTOR. The security deposit shall also be liable to appropriation against dues payable to IPR under the agreement or damage or expenses that may be incurred by IPR as a result of negligence, or such acts and omissions on the part of the CONTRACTOR or the persons deployed by him at IPR.

**7. RATE SCHEDULE:**

The rates may be furnished in the **Financial Bid** and shall remain same during the entire period of the contract. The rates quoted shall be package/lump sum rate and while quoting the contractor should consider any future increase / decrease in the statutory obligations.

The contractor must pay wages as per prevailing minimum wages as notified by the Asst. Labour Commissioner (Central) for Zone A for IPR and Iiter India, RuswiPark and Zone C for FCIPT /IPR Extension Labs building.

The rates may be revised on completion of the first year or second year, if the contractor requests for revision, when there is an increase of more than 10% in the applicable minimum wages. The difference percentage of above 10% increase may be allowed to the contractor, making due changes in the package rates as per the rate schedules, on completion of the first year or second year as applicable, considering the average manpower deployed for the purpose of security services.

**8. PAYMENT:**

The contractor has to submit a monthly bill (s) for each location in duplicate along with necessary supporting documents. The payment will be released after receipt of the bill & its scrutiny.

No claim for interest will be entertained by IPR in respect of any payment which will be withheld with IPR due to discrepancy between IPR & Contractor or due to Administrative delay for the reasons beyond the control of IPR.

**9. DAMAGES FOR LOSS/DESTRUCTION/THEFT & PILFERAGE:**

It shall be the duty of the contractor to ensure that no property, assets, instruments, machineries of the Institute are damaged, destroyed, pilfered or taken away by any person. In case, any such damage, destruction, loss, theft or pilferage arises due to negligence/lapse on the part of the persons deployed by the contractor, the contractor shall be fully accountable, responsible and liable for making good the loss.

**10. PENALTY :**

In case of lapses, failures, repeated failures or lacunas noticed on the part of the Contractor, the Acting Chief Administrative Officer or Authorized Officer shall have the right to impose fine(s)/Penalty(s) as per the seriousness of the lapse, which shall be binding on the Contractor. While all contractual conditions will be strictly enforced, penalties will be imposed for deficiencies in service as below.

Sr.No	Deficiencies in Services	Penalty Amount/action
01	If the contractor fails to comply with any of the terms and conditions of the contract	₹1000/- per occasion in addition to recovery of any loss arising out of such losses
02.	In case the persons deployed by the contractor are found to be negligent, lethargic during the performance of the security duty at any of the security points.	₹1000/- per day.
03.	Double duties by security personnel	₹500/- per day
04	For any violation, short-comings, acts and omissions of the contractor or his security personnel, which would affect the quality of services & decorum of the Institute.	₹1000/- per occasion
05	In case contractor fails to deploy required manpower	As per rates mentioned in Price bid Part II (C) shall be recovered in addition to ₹1000/- per day.

#### 11. **Arbitration.**

In the event of any dispute or difference arising out or of in connection with any of the terms and conditions of the Contract, the matter shall be referred to the Director, IPR for settlement. In case the parties to the Contract are not in a position to settle the dispute mutually, the matter shall be referred to a Sole Arbitrator to be appointed in accordance with the Arbitration & Reconciliation Act, 1996 & Arbitration and Conciliation (Amendment) Act, 2015 as amended time to time.

All the proceedings in any case, shall be subject to Gandhinagar jurisdiction. The language of Arbitration shall be English.

#### 13. **JURISDICTION /RESOLUTION OF DISPUTES**

The Court (s) of Gandhinagar only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.

#### 14. **WAIVER:**

No failure or delay by IPR in enforcing any right to remedy of IPR in terms of contract or any obligation or liability of the contractor in terms thereof shall be deemed to be a waiver of such right, remedy obligation or liability, as the case may be, by IPR and not withstanding such failure or delay, IPR shall be entitled at any time to enforce such right, remedy, obligation or liability, as the case may be.

Authorized Signatory (signature in full):\_\_\_\_\_

Name and Title of Signatory with seal of the company:\_\_\_\_\_

**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR- 382428**

**ANNEXURE- I**

(To be kept duly signed in Technical Bid)

**Bidder's Detail**

I.	Name of the company /proprietor/ partnership firm registered for this purpose under any Law/Act of India	
II.	Address (office) in Gandhinagar or Ahmedabad	
III	Telephone no:	
	Fax No.	
	Email ID	
	Round the Clock Emergency No.	
	Name of the Contact person Contact No.	
IV	PF Code No.	
	GST Registration No.	
	ESI Code No./	
	PAN/TAN Registration Certificate	
	Registration details with Labour Commissioner.	
V	Details of one single security contract of one year duration during last five years in Government/ Semi Government or reputed Organization for providing round the clock security services in Gujarat Region with deployment of 75 security personnel per day at single premises.	
VI	Details of one running security contract in Government/ Semi Government or reputed Organization for providing round the clock security services in Gujarat Region with deployment of 100 security personnel per day.	
VII.	During last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)	
	i) the bidder must have undertaken and completed at least one contract of minimum value of ₹1.6 Crore for providing security services  <b>or</b>	Name of company:  Period of Contract:  Value of Contract:

	i) the bidder must have undertaken and completed at least two contracts of minimum value of ₹1.2 Crore for providing security services.	Name of company: Period of Contract: Value of Contract:  Name of company: Period of Contract: Value of Contract:
	ii) the bidder must have undertaken and completed at least three contracts of minimum value of ₹80 Lakhs year for providing security services.	Name of company: Period of Contract: Value of Contract:  Name of company: Period of Contract: Value of Contract:  Name of company: Period of Contract: Value of Contract:
VIII	Details of valid ISO 9001 certification and valid license under the Private Security Agencies (Regulation) Act, 2005 (PSARA) as on date of publication of tender document.	
IX.	Average annual financial turnover of at least ₹9,60,00,000/- (Rupees Nine Crore Sixty Lakhs Only) during the last three years	2014-15=  2015-16=  2016-17=  Average =
X.	Details of EMD	
XI.	Details of Bank Solvency amounting to ₹1,60,00,000/-	
XII	Any other information by the bidder	

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_

(To be kept duly signed in Technical Bid)

**LIST OF PRESENT CLIENTS**

(Tenders not accompanied by this information & documents in support of the same may be summarily rejected)

(Tenders not accompanied by this information may be summarily rejected)

Sl. No.	Party's Name & Address	Name of contact persons & phone no.	No. of persons deployed	Period of contract	Contract value per month	Reason for termination / discontinuation if any

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_

**Annexure-III**

(To be kept duly signed in Technical Bid)

**LIST OF PAST CLIENTS**

**(Tenders not accompanied by this information may be summarily rejected)**

<b>Sl. No.</b>	<b>Party's Name &amp; Address</b>	<b>Name of contact persons &amp; phone no.</b>	<b>No. of persons deployed</b>	<b>Period of contract</b>	<b>Contract value per month</b>	<b>Reason for termination if any</b>

**DECLARATION**

1. The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
2. I have read the Tender Notice No. IPR/MWCAC/08/2017 dated 11.10.2017 and understood the terms and conditions.
3. I agree to abide the terms and conditions of the contract.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_



**INSTITUTE FOR PLASMA RESEARCH  
BHAT, GANDHINAGAR  
TENDER No. IPR/MWCAC/08/2017 dated 11.10.2017  
Annexure-IV**

**FINANCIAL BID  
(Separate envelope)**

**Name of the Bidder:** \_\_\_\_\_

**Part-I-** The category wise requirement of Security personnel:

Sr. no.	Category of Security personnel	IPR	ITER INDIA	FCIPT	IPR Extn Lab	Ruswi Park	Total Requirement	
							Ex. Servicemen from Armed forces/Para Military force/Police	Unskilled Security personnel
1	Security Officers	1	1	1	-	-	03	0
2	Security Supervisor	5	2	3	3		13	0
3	Armed guards	3	-	-	-		03	0
4	Security Guards	86	7	8	10	3	48	66
5	Lady guard	2	-	-	-		0	2
Sub-Total							<b>67</b>	<b>68</b>
<b>Grand Total</b>								<b>135</b>

**The Shift wise break-up at various Campuses is as below:**

**a) Location:** IPR Campus at Bhat, Gandhinagar

Category	Shift				
	General	Shift-I	Shift-II	Shift-III	Total Nos.
Security Officer	01	-	-	-	01
Security Supervisor	-	02	02	01	05
Security Guards (Ex.Servicemen)	-	13	13	13	39
Security Guards (Unskilled)	04	14	15	14	47
Lady Security Guard (Unskilled)	-	02	-	-	02
Armed Guards		01	01	01	03
<b>Total</b>	<b>5</b>	<b>32</b>	<b>31</b>	<b>29</b>	<b>97</b>

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_

**b) Location:** ITER-India, Koteswar Campus at Sangath Mall.

Category	Shift				
	General	Shift-I	Shift-II	Shift-III	Total Nos.
Security Officer	01	-	-	-	01
Security Supervisor	-	00	01	01	02
Security Guards (Ex.Servicemen)	-	01	01	01	03
Security Guards (Unskilled)	-	02	01	01	04
Total	1	3	3	3	10

**c) Location:** FCIPT, B 15-17 &A 10-B Sector-25, Gandhinagar.

Category	Shift				
	General	Shift-I	Shift-II	Shift-III	Total Nos.
Security Officer	01	-	-	-	01
Security Supervisor	-	01	01	01	03
Security Guards (Ex.Servicemen)		01	01	01	03
Security Guards (Unskilled)		02	02	01	05
Total	1	4	4	3	12

**d) Location:** IPR Extn.Lab, Vidhata Lab, A-17, GIDC, Sector-25, Gandhinagar.

Category	Shift				
	General	Shift-I	Shift-II	Shift-III	Total Nos.
Security Supervisor	-	01	01	01	03
Security Guards (Ex.Servicemen)		01	01	01	03
Security Guards (Unskilled)		03	02	02	07
Total		5	4	4	13

**e) Location:** Ruswi Park Co-Op. HSG Society, Ghatlodia, Nr.Ranna Park, Ahmedabad.

Category	Shift				
	General	Shift-I	Shift-II	Shift-III	Total Nos.
Security Guards (Unskilled)		01	01	01	03

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_

## Part-II (Price bid)

Name of Bidder: -----

**Part-II- (A) Package rate for providing round the clock security services for 8 Hrs duty (in three shifts) for deploying security personnel as shown above including all statutory obligations, bonus, liveries, reliever's salary, overheads & profit etc.**

S.No.	Location	Amount (Rs.) /Per Month
1.	IPR Campus, Bhat Village, Nr.Indira Bridge, Gandhinagar	
2.	ITER India, – Koteswar( Sangath mall)	
3.	FCIPT, Gandhinagar	
4.	*IPR Extn.Lab, Gandhinagar	
5.	Ruswi Park, Ghatlodia	
6.	Gross Total (Sr.No.(1) to (5))	
7.	<u>Applicable GST with HSN Code.</u> GST : _____% HSN Code: _____	
	Net Total	

**Net Total in words:** \_\_\_\_\_

**Authorized Signatory (signature in full):** \_\_\_\_\_

**Name and Title of Signatory with seal of the company:** \_\_\_\_\_

Note: (1) Lowest bidder shall be decided on rate quoted by the bidder for Part II-(A) only.  
(2) \* Contract for security IPR Extn.Lab, Gandhinagar is likely to be closed during the contract period, hence this amount shall not be paid)

**Part II (B):** Rate for Deployment of additional Security Personnel in addition to details as mentioned in Part-I above:

S.No.	Category of Security Personnel	Rate quoted by bidder for Zone: A (Ahmedabad) per person/per shift (₹)		Rate quoted by bidder for Zone : C (Gandhinagar) per person/per shift (₹)	
		1 to 7 days	8 days and above	1 to 7 days	8 days and above
1.	Security Officer				
2	Security Supervisor				
3	Armed Guard/Gunman				
4	Security Guard (Ex.Serviceman)				
5	Security Guard (Unskilled)				
6	Security lady Guard				

**Part II (C):**Rate for reduction of Security Personnel as mentioned in Part-I above:

S.No.	Category of Security Personnel	Rate quoted by bidder for Zone: A (Ahmedabad) per person/per shift (₹)		Rate quoted by bidder for Zone : C (Gandhinagar) per person/per shift (₹)	
		1 to 7 days	8 days and above	1 to 7 days	8 days and above
1.	Security Officer				
2	Security Supervisor				
3	Armed Guard/Gunman				
4	Security Guard (Ex.Serviceman)				
5	Security Guard (Unskilled)				
6	Security lady Guard				

- Additional Security Officer/Supervisor/Armed guards/gunmen/ Guards may be required to be deployed depending upon the requirements or may be withdrawn at any point during the contract.
- Please quote considering the future revision in statutory obligations & that it shall remain firm and all inclusive till the expiry of the contract or extended period of contract.
- GST shall be applicable as per Government Notification.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory with seal of the company: \_\_\_\_\_