

**SARDAR VALLABHBHAI
NATIONAL INSTITUTE OF TECHNOLOGY,
SURAT – 395 007**



TENDER
FOR
PROVIDING SECURITY SERVICES
AT
SVNIT CAMPUS, SURAT

INVITATION TO BID (TWO BID SYSTEMS)

Dear Sir/Madam

Sealed tenders are invited for providing **Security Services at the SVNIT Campus, Surat** on rate contract for a period of **ONE YEAR** with effect from the date of work order. The details of the tender are given below:

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SCHEDULE – A

Important Date :

1	Starting date of Downloading the Tender	:	11/06/2018
2	Pre-Bid Conference	:	18/06/2018
3	Last Date of Receipt of Tender	:	09/07/2018
4	Date of Opening of Technical Bid	:	12/07/2018
5	Date of Opening of Price Bid	:	16/07/2018

Important Notes :

1. Bidders should download the tender document from the Institute's web site www.svnit.ac.in under section: **Tenders and Enquiries**
2. Bidders may send their offer by **Registered Post/Speed Post/Courier/Hand Delivery** mentioning over the envelop **"Security Services at SVNIT, Campus"** so as to reach the following address on or before **09/07/2018** up to 5:00 PM only. However, SVNIT, Surat accepts no responsibility for offers received after the due time and date.

The Director

S. V. National Institute of Technology

Ichchhanath, Dumas Road, Surat

Pin code: 395 007

State: Gujarat.

3. Bidder should **sign and stamp all the pages** of duly filled tender document in testimony of having read and accepted all the terms & conditions laid down in the tender document.
4. The parties may seek detailed clarifications on Technical and Financial bids (if any) on the conditions of bidding document through e-mail (director@svnit.ac.in) addressing to the Director, SVNIT, Surat.
5. A demand draft of **Rs. 20,000/- (Rupees Twenty Thousand Only)** towards non-refundable **Tender Fee** and a demand draft of **Rs.10,00,000.00/- (Rupees Ten Lakhs Only)** towards refundable **Earnest Money Deposit (EMD)** from a Nationalized bank/Schedule Bank in favour of **Director, SVNIT-MHRD Fund**, payable at **Surat** placed in a separate envelope marked **"Tender Fee & EMD"** should accompany tender bid documents. Both the demand drafts should be valid for 90 days. **The tender will not be considered for evaluation without Tender Fee and EMD.**

The EMD of the successful bidder will be returned to them within 60 Days without any interest after deployment of services. The earnest money of unsuccessful bidders will be returned to them without any interest after awarding the offer.

6. **Pre-Bid Conference will be held in the Institute Conference Room at First Floor of Administrative Building on 18/06/2018 at 3:30 P.M.**
7. **Technical Bid** and **Price Bid** should be placed in separate sealed covers by mentioning the **Price Bid** and **Pre-Qualification Bid** on respective covers. The **Price Bid Cover** includes **Scheduled D** only. The **Technical Bid Cover** includes **Pre-Qualification Bid** (Scheduled C), **Demand Draft of Tender Fee & EMD** placed in separate cover. **Separate sealed covers of Pre-Qualification Bid and Price Bid** shall be put together in a **Single Sealed Cover** at the time of submission.
8. Fax and Email quotation are not acceptable.
9. Price Bid should be valid for 120 days from the tender due date.
10. The bidder is expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with instructions, forms, terms and conditions will result in the rejection of its bid without giving any clarification.
11. Award of contract:
 - i) The institute will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
 - ii) Notwithstanding the above, the institute reserves the right to accept or reject any tender and to cancel the bidding process and reject all the quotations at any time prior to the award of contract.
 - iii) The bidder whose bid is accepted will be notified for the award of the contract by the institute prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract.
 - iv) The bidder must deposit a Security Deposit at a rate of 10% of work order at the time of accepting the work order within 15 days of receipt of work order otherwise penalty of 2% of the work order will be charged for every week delay and delay of maximum 15 days will be allowed else order will be treated as cancelled without any notice and vender will be blacklisted. Failure to comply with this requirement shall constitute

sufficient grounds for the annulment of the award and forfeiture of the EMD. The amount of the EMD will be refunded without interest to the successful bidder within 60 days on successful submission of Performance Security Deposit.

12. Important Note Submission of Tender Document

- i) The tenders who do not meet the **Pre-Qualification Bid** (SCHEDULE – C) are to be treated as irresponsive and will not be considered for opening the Price Bid and will be disqualified.
- ii) All the documents should be self-attested, numbered sequentially as per each point of the Pre-Qualification Criteria otherwise tender document will not be considered for further evaluation.
- iii) Bidders are not permitted to attach any document further after the submission of tender document to the Institute.

13. Important Note after Receiving the Work Order

- (i) This work order will be sent to bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quoted price in duplicate. Such Security Agency are requested to please return one copy of work order with terms & condition as laid down in the agreement duly signed, dated and stamped in token of its unconditional within a week otherwise thereafter be treated as unconditional acceptance of work order.
- (ii) After receiving the work order, if Security Agency is unable to execute the satisfactory work, the Security Deposit will be forfeited and institute will be constrained to take necessary action against the security agency.
- (iii) The Security Agency will work in consultation with the Professor-In-Charge, Institute Security System.
- (iv) The security agency has to execute the following within the 15 days after acceptance of work order.
 - a) The Service Level Agreement on Non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) cost of which shall be borne by the Security Agency for providing security services.
 - b) The Agency shall have to place Performance Security Deposit in the form of DD from a Nationalized Bank/Scheduled Bank to the Institute in the name of **Director, SVNIT-MHRD Fund, payable at Surat.**
 - c) PASARA Certificate (Private Security Agency Regulation Act, 2005) from Gujarat Police Department

- d) Professional Tax Registration with the Surat Municipal Corporation.
 - e) Labor License from the Assistant Labor Commissioner (C), Vadodara.
14. Director, SVNIT, Surat reserves its right to accept/reject any/all the bids and cancel the tender at its sole discretion.

Very Important Notes:

1. Corrigendum, if any issued for the tender shall form part of the tender document, Corrigendum will be posted on SVNIT website only. Hence, bidders are requested to visit SVNIT website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly. Institute is not responsible for ignorance of corrigendum.
2. It must be noted that after last date of receipt of tender documents, no interim query will be entertained.

Director

SCHEDULE – B

TERMS AND CONDITIONS

1. The security agency after receiving the acceptance of work order from SVNIT, Surat shall immediately execute the Service Level Agreement on Non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) cost of which shall be borne by the Security Agency for providing security services. The period of security service contract shall be initially for a period of one year with effect from the date of work order. However, the same can be extended further for maximum 2 years' period as decided by the Director, but it will depend on work performance during the contract period and the report of Professor-In-Charge, Institute Security System.
2. The bidder must deposit a Security Deposit at a rate of 10% of work order at the time of accepting the work order within 15 days of receipt of work order otherwise penalty of 2% of the work order will be charged for every week delay and delay of maximum 15 days will be allowed else order will be treated as cancelled without any notice and vender will be blacklisted. The Security Deposit must be in the form of Demand Draft from a Nationalized Bank/Schedule Bank in favour of **Director, SVNIT-MHRD Fund, payable at Surat**. The work of Security Agency will commence after Security Deposit and Penalty if applicable is deposited. Failure on the part of the prospective Security Agency to provide the services as per the terms and conditions in this document, shall constitute a breach of the terms and conditions of the contract and will entail forfeiture of the Security Deposit solely to the discretion of the Director, SVNIT.
3. The Security Agency shall submit EMD of Rs.10,00,000.00/- (Rupees Ten Lakhs Only) with the tender document. The Earnest money will have to be paid by crossed demand draft from a Nationalized bank/Schedule Bank drawn in favour of the **Director, SVNIT-MHRD Fund, payable at Surat** and be enclosed along with the Tender documents. This amount will be refunded later, on receipt of written request from supplier. EMD shall not bear any interest and without this amount, the Tender shall not be considered. No correspondence in this regard shall be entertained. After receiving the work order, if the party is unable to execute the work, the EMD will be forfeited and institute will take necessary action against the security agency.
4. Two Part Bid Inside a Single Outer Cover: The bidder must submit their bids in two parts clearly marked as **“(a): Technical Bid” & “(b): Price Bid”** in separate sealed covers mentioning the name of the work(s) for which the Tender is submitted, full address of the addressee, name and full address of the bidder. Envelope “A” should be marked as **“Pre-Qualification Bid”** and should contain the listed items along-with demand draft for tender fee & EMD as specified. The Envelope “B” should be marked as **“Price Bid”** and should contain the Price Bid. The Outer Cover should be clearly marked with: Tender Number, Date and Time of Opening, Name of the work for which the Tender is submitted, full address of the addressee, name and full address of the bidder.

5. Tax Deducted at Source and other taxes as applicable which are revised from time to time shall be deducted from the monthly bill of payment.
6. Agency should pay the minimum wages to their workers as per the Government rules & regulation. The Security Agency shall be responsible to pay their staff at least as per the minimum wages act of the Government of India as amended from time to time, in presence of the representative of the Institute.
7. The various records should be maintained under Labor laws and should be made available for scrutiny as and when required. Successful agency must have to obtain separate License from Central Govt. for the contract of SVNIT within One month after commencement of contract.
8. The agency must be registered as per Provision of Regulation and Abolition of Contract Labor Act 1970 and rules framed there on from time to time.
9. The Agency will have to download the tender document through internet and must visit the site, collect information and satisfy himself about the local conditions, location, and accessibility of site, nature/extent/character of work and obtain required clarifications, if any, in connection with execution of the work, from the SVNIT. No claim, of any nature on any ground or inadequate information or knowledge or misunderstanding or otherwise in any respect on the site, the work, etc., shall be admissible.
10. The Security Agency shall ensure disciplined behavior and good conduct by the personnel within Institute premises. If anyone found violating norms of discipline & good conduct, the institute shall be liable to take disciplinary action against the agency for the same.

11. **Insurance**

- (i) All Security Agency's equipment's, tools, articles, vehicles and personnel etc. shall be at the sole risk of the contactor.
 - (ii) The agency shall insure at its own cost of all the personnel employed for the execution of the work against any personnel injury that may be sustained during execution of the work and present satisfactory evidence to the institute that such insurance is in force.
 - (iii) The agency shall be responsible for workmen compensation insurance and all other statutory requirement in regard to its personnel engaged for the execution of the work as per work order at his own cost.
12. The Security Agency will have to provide security services as per shift mentioned as under:

I st Shift:	07.00 A.M. to 03.00 P.M.
II nd Shift:	03.00 P.M. to 11.00 P.M.
III rd Shift:	11.00 P.M. to 07.00 A.M.
General shift:	10.00 A.M. to 06.00 P. M.

- (i) All security personnel must report at main gate well before shift timings. The rotation of Security Staff is compulsory across three shifts (Shift I, II & III) weekly. No Security Staff is allowed to perform duty in more than ONE SHIFT in 24 Hours' time. Also, no Security Staff who has performed duty during night

shift will be permitted to perform duty immediately in the following day-shift of the next day. Continuous overtime detainment of more than 8 hours/double duty is not allowed. In case of any compelling reasons, if the duty shift is to be extended, the same shall be resorted to by Security Agency without the prior consent of Professor-In-Charge, Institute Security System.

(ii) At the end of every shift, no security guard is allowed to leave the post until his reliever assumes the duty. If such case will be reported by any Department/Section, penalty @ Rs. 1000/- per incident per guard shall be recovered from the respective monthly bill.

(iii) Assigning shift time will be decided as per requirement of the institute by the Professor-In-Charge, Institute Security System. Institute will operate through key keos Operation. The key keos will be under the security system or time to time decided by the Institute authority. Issue & return of the keys of various departments, section & laboratories of the Institute to authorized staff, faculty and student have to be executed carefully. The staff deployed in system must be vigilant and educated enough to perform these duties. Security supervisor will have to keep custody of keys of the all the offices and will have to maintain issue and receipt register for the same.

13. The Security agency must provide effective Security Services which will include prevention of unauthorized entry of personnels and animals including stray dogs, thefts, and pilferage's, sabotage, malpractices, intrusion and day/night patrolling, keeping record of vehicle/material entry/exit from the Institute.

14. The Security Agency shall maintain good liaison with local Police Department, Municipal Corporation, Civil Hospital and administrative authorities of SVNIT and should execute such responsibilities as and when it becomes necessary. In case of any emergency, the agency must depute some person to liaison with local police department.

15. The Security Agency will be responsible to provide uninterrupted security services even during any unforeseen circumstances like social agitation, disturbance, strikes, lockouts, natural calamities etc.

16. The Institute being an academic Institute, all departments, library and Computer Center may remain open for 24 hours. The Security guards deployed at these points will be responsible for keeping proper watch & ward for 24 hours.

17. The Security Agency shall be fully responsible for all liabilities, which may arise in respect of labour law or workmen's compensation act, or any other legal matter and if, due to wider definition of "Employer", any liability comes to bear by the institution, same shall be recoverable from the agency. The institute shall not be responsible for the staff employed by the security agency. The Security Agency shall be responsible for providing batteries with cells, sticks, whistle, uniforms and such other necessary items as may be required by the security staff or as may be suggested by the Institute authority for effective security services in the Institute.

18. Any employee of the Security Agency shall not work more than 26/27 days in a month.
19. Professor-In-Charge, Institute Security System shall be competent to see that effective services are rendered by the Security Agency to protect the Institute properties and check the presence of security staff on the muster roll maintained by the Security Supervisor employed by the Security Agency as well as at the check posts where the guards are posted
20. Every guard should have Security Agency's badge stitched on his uniform to identify (i.e. designation and name) and equipped with equipments and tools on duty. Security Agency shall supply standard uniforms with name-plates/name-tags to the persons engaged on duty.
21. If any malafied practices / damages / illegal work / pressurize or damage the security system done by officers/ staff/ students of SVNIT, agency should immediately inform to Professor-In-Charge, Institute Security System.
22. The staff engaged by the Security Agency shall not be considered as employees of the Institute in any case for all kinds of purposes. Moreover the staff will not claim for any kind of right regarding the employment in the Institute and other related benefits
23. It is understood between the parties hereto that during course of business relationship, the service provider may have access to confidential information of SVNIT Surat and it undertakes that it shall not, without SVNIT Surat prior written consent, disclose, provide or make available any confidential information in any form to any person or entity to make use of such information. This clause shall survive for a period of 05 years from the date of expiry of service agreement or earlier termination thereof.
24. The Security Agency to whom the contract is given shall ensure that the security personnel wear only that pattern of uniform, which is approved by the Institute. Uniform and uniform kit like whistle, leather shoes, leather belts, lathi, jersey/over coat, rain coat, torches, shoulder badges, caps with monogram will also be supplied to the security personnel by the Security Agency. In case the person so deployed is found to be "not alert" or "not in proper uniform, dress or commits any indiscipline act or breach of any of the terms and conditions of the contract" the Institute will impose a fine of Rs. 1,000/- (Rupees one thousand only) per such incidence on the Security Agency and same will be deducted from the bill of security agency.
25. In case, the person on duty deployed by the Security Agency, is found absent, the Institute shall have the right to treat such person as absent/sleeping at the point of duty then Rs. 5000/- ((Rupees Three Thousands only) per incident will be debited from the monthly bill of Security Agency.
26. The Security Agency shall be absolutely responsible and liable for any and all personal injuries or death and/or property damage or losses suffered to the Security Staff in their performance of the services required under the contract.

27. The institute reserves right to terminate any security staff who are not found to be carrying out the security functions satisfactory by Professor-In-Charge, Institute Security System.

28. The penalty for absenteeism of manpower below the number mentioned in tender will be deducted for each absenteeism per day from the bill of that month as mentioned below:

Sr. No.	Manpower Absenteeism Per Shift	Amount
1	01 to 05	Rs. 3000.00 Per Persons Per Shift
2	05 to 10 Persons	Rs. 5000.00 Per Persons Per Shift
3	10 to 15	Rs. 6000.00 Per Persons Per Shift
4	More than 15 Persons	Rs. 8000.00 Per Persons Per Shift

29. Loss and Damage

The Security Agency shall be fully responsible for loss or damage to the properties of the institute and the residents/students due to any reason whatsoever, including theft, fraud, larceny, mischief, looting, robbing, etc. All such losses suffered by the institute on this to be compensated in full by the Security Agency else compensated amount shall be deducted from the bill/security deposit.

30. Termination of the Contract

a) The Institute reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in public interest such:

(i) If the Security Agency fails to provide the services as envisaged herein within the period(s) specified in the Contract or any extension thereof as may be granted by Institute.

(ii) If the Security Agency fails to perform any of the obligation(s) under the Contract.

(iii) If at any later date, it is found that the documents and certificates submitted by the Security Agency are forged or have been manipulated, the work order issued to the Security Agency shall be cancelled and Security Deposit to the Institute shall be forfeited without any claim whatsoever on Institute and the Security Agency is liable for action as appropriate under the extent laws.

(iv) The Security Agency is not eligible for any compensation or claim in the event of such cancellation

b) **The Security Contract can be terminated at any stage by the Institute after giving one-month notice in writing. Director of the Institute reserves the right to terminate the contract without giving any reason at any stage.**

- c) If a Security Agency wishes to terminate the contract before the expiry date of work order due to any reason, then the Security Agency should give **three months** written notice to the Institute. After such termination, the security deposit amount will be forfeited and same Security Agency cannot take part for next 5 years from the date of such termination.
31. The Security agency shall comply with all the statutory provisions as required under various labour Law/Act/Rules as applicable, from time to time. Security agency should be registered under the following authority acts.
- (i) Contract Labour (Regulation and Abolition) Act, 1970
 - (ii) Employee Provident Fund Act.
 - (iii) Employee State Insurance Scheme.
 - (iv) Income Tax PAN Number.
 - (v) Shop & Establishment Act.
 - (vi) Private Security Agency Regulation Act, 2005
 - (vii) Goods And Services Tax Act, 2017

32. Mode of Payment:

- a) The Security Agency shall raise the bill as ordered said at the end of the month for which it is due.
- b) The agency should pay the minimum wages as per wages declared by Ministry of Labour and Employment, Govt. of India time to time and necessary supporting documents should be submitted prior to release of next bill.
- c) The agency will open **the bank account of all the manpower with the Any Bank within a month of receiving work order**. The Security Agency will pay the salary to their security personnel on or before 7th day of every month through bank account **with any Bank**. In no case, payment to security personal shall be made in cash/cheque.
- d) Payment of bills for services rendered will be on reimbursable basis. Bills when submitted, shall be supported by the following documents:-
 - (i) Pre-receipt stamped bill on the Security Agency letter head giving details of total number of personnel engaged, number of man days and cumulative total.
 - (ii) Reimbursement of amount shall be claimed along with details of payment made of the staff engaged for the previous month (**copy of the stamped salary register along with stamped bank statement, Stamped Copies of EPF and ESIC challan of Individual security staff, Proof of running the vehicle to be submitted**). The payment of security bill to Security Agency will be reimbursed as per the actual payment statement proof. **In no case, payment of security bill shall be made in advance.**
 - (iii) Payment will be made within 30 days from receipt of monthly bill in all the respect and forwarded by Prof-In-Charge, Institute Security System to account section.

- (iv) The Security Agency will strictly observe the required standards to maintain proper account of payments including statutory benefits (ESI & PF etc.) being made to the personnel of the agency. The statutory financial statements (Income tax, Professional Tax, GST, Proof of ESI & PF payments etc.) and any other documents as may be required by the Institute shall be produced for scrutiny by the agency on demand. The agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.
33. The Security Agency must have the capability to provide wireless communication equipment's (Minimum 09 WalkieTalkie) to their staff. They should also have the basic crowd control devices (Hand Loudspeaker with battery) for an efficient functioning. Supporting documents must be enclosed with Technical Bid.
34. The Institute shall have the right to check up, from time to time, the turn-out and uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the Institute. The Institute shall also have the right to check and supervise the Security personnel on duty through an Institute level Security Committee or any other representative appointed by the Director. The decisions of the Security Committee shall be binding on the Security Agency.
35. The Security Agency must provide a jeep/ Scorpio/ bolero or equivalent etc 2016 (Onward Registration) along with driver for 24 hours to check guard regularly or any other emergency duty with minimum 1000 KM running/Month. The vehicle should be in good condition with valid registration, road tax paid and up to date insurance. The salary of driver, running cost and maintenance charges of the vehicles and cost of the diesel/petrol, lubricating & other oils including routine maintenance etc. shall be borne by the agency. The Security Agency must maintain the vehicle logbook to record the regular running of vehicle. The copy of same must be submitted along with the monthly bill.
36. The institute shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed at the check posts and premises of the institute.
- 37. Eligibility Criteria**
The Security Agency must submit **Pre-Qualification Criteria (Schedule C)**. All pages of bid shall be initialed and stamped by the authorized person & all documents should be Self Attested. During the finalization of the tender process all the original documents will be verified by the committee, if any documents found wrong, bid will be rejected.
38. The strangers/visitors (pedestrians, scooters motor cyclists or motorists) shall be allowed only after entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicles such as scooters, motor cycles and motors of strangers/visitors shall have parked at the

designated place inside the campus. Entry of any vehicle should be restricted subject to the permission of the Officer In-charge concerned.

39. Entry of stray dogs and cattle etc. in to the premises, covered under the contract, is to be prevented. Not a single dog or cattle head should be seen in the premises. It should be at once driven out.
40. The security guards, on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes. It should be ensured that flowers plants, trees, and grassy lawns are not damaged by the staff or by outsiders.
41. Institute reserves the right to take an interview/fitness test of the security personnel's being deployed to access the suitability. The decision of the Professor-In-charge Security regarding the suitability of personnel shall be final.
42. The security agency shall take insurance of its each employee to provide compensation for any event of death or injury to employee.
43. If any dispute arises regarding interpretation of any of the provisions of this agreement or the implementation of the agreement, the decision of the Director of the Institute shall be final and binding to the Security Agency.

44. The Security Agency must maintain the educational qualification, age, minimum height, chest, and weight duties and responsibility for the various category of staff employed.

	Educational Qualifications	Age	Height, Weight and Chest	
Security Officer	Not below the rank of Junior Commissioned Officer (JCO) or equivalent. He should be graduate with minimum 08 Year of experience of Training, Primary Treatment knowledge (First Aid), Light motor vehicle driving license, knowledge of Disaster Management, Industrial Security Diploma, Good Physical fitness. Experience of Industrial Security, Fire Fighting Training and Industrial Guard.	Shall not be less than 30 years or more than 55 years.	Minimum Height : 1.63 mtr (5'5") Chest: 0.75 to 0.80 mtr (30" – 32") Weight : 50 kgs (110 lbs)	<ul style="list-style-type: none"> (i) Briefing to day and night guards and providing training of the Security Guards of all shifts. (ii) Proper deployment of the guards, maintenance of various registers kept at the main gate, key register, visitor register, telephone directory, late comer register, attendance register, vehicle register etc. (iii) Maintenance of proper records of gate passes in respect of material going out of SVNIT and to ensure proper scrutiny before permitting any material to be taken out. (iv) Maintain liaison with SVNIT officials. (v) Preparation of shift duty, patrolling within the campus, checking of different buildings including institute guest house, SVP School Monitoring and operation of CCTV cameras installed at SVNIT campus. (vi) Carryout any other tasks as may be assigned by the SVNIT authorities.

Security Supervisor	He/she should be at least Graduate with 04 years' experience of handling the security. Knowledge of Hindi and English.	Shall not be less than 25 years or more than 40 years.	Minimum Height : 1.63 mtr (5'5") Chest: 0.75 to 0.80 mtr (30" – 32") Weight :50 kgs (110 lbs)	<ul style="list-style-type: none"> (i) Proper deployment of the guards, maintenance of various registers kept at the main gate, key register, visitor register, telephone directory, late comer register, attendance register, vehicle register etc. (ii) Maintenance of proper records of gate passes in respect of material going out of SVNIT and to ensure proper scrutiny before permitting any material to be taken out. (iii) Preparation of shift duty, patrolling within the campus, checking of different buildings including institute guest house, SVP School Monitoring and operation of CCTV cameras installed at SVNIT campus. (iv) Carryout any other tasks as may be assigned by the SVNIT authorities.
HeadGuard	He/she should be at least Graduate with minimum 02 Year of experience of security. Knowledge of Hindi and English	Shall not be less than 21 years or more than 35 years	Minimum Height : 1.63 mtr (5'5") Chest: 0.75 to 0.80 mtr (30" – 32") Weight :50 kgs (110 lbs)	<ul style="list-style-type: none"> (i) He has to keep the record of visitors, checking of materials and any other duties which will be assigned time to time at the Institute Main Gate. (ii) He must be able to communicate with the visitors, students, guest etc. at the Institute Main Gate.
Security Guard	He/she should be at least 10 th pass and must have knowledge of Hindi and English. However, Security agency must deploy the one third of total security guard with Graduate qualification.	Shall not be less than 21 years or more than 35 years	Minimum Height : 1.63 mtr (5'5") Chest: 0.75 to 0.80 mtr (30" – 32") Weight :50 kgs (110 lbs)	<ul style="list-style-type: none"> (i) He/she has to keep the record of visitors, checking of materials and any other duties which will be assigned time to time. (ii) Checking and taking round of the different building where he has will be posted. (iii) Carryout any other tasks as may be assigned by the SVNIT authorities.

45. The Security Agency shall also ensure that the CCTV cameras installed in the premises are not damaged/ tempered and are properly monitored

46. In case of any dispute, the matter will be subject to Surat Jurisdiction.

47. **Total Monthly Cost** [(Sr. No (i) to (vi)] being quoted should be inclusive of

(i) the wages of the personnel prescribed as per Government of India and incentives if any, cost of Goods and Service Tax (GST) and other taxes if any, levies, statutory liabilities (PF, ESIC, Bonus, Gratuity etc),

(ii) Cost of uniform, cost of minor equipment such as batons, torch etc., cost of Vehicle (Jeep), Walkie-Talkie, consumables such as electricity etc. any contingent expenditure incidental to the work, cost of deploying the staff for Cultural, Technical and Convocation functions,

(iii) Cost of all substitute staff to be employed facilitating weekly off and statutory holidays or overtime payable to that extent,

(iv) the cost of Bio metric, Computer with Printer and Stationary for maintaining various registers like Material Movement, Vehicle Movement, Visitor register etc are also included in the Total Monthly Cost,

(v) No additional reimbursement on account of manpower cost shall be entertained beyond the quoted total monthly cost.

(vi) Security Agency's service charges and any other taxes & cost deemed fit.

Nothing extra shall be payable in addition to the accepted rate for each individual item as per the Price Bid in Section -D

48. The manpower will be provided by the security agency in consultation with the Professor-In-Charge, Institute Security System. The list will be supported by the Police Verification Proof of each individual. The agency must provide the Police Verification Report of the manpower deployed under them within 45 Days from the commitment of the contract. No individual will be allowed to perform the duty unless otherwise his/her identify is verified by local police.

49. Schedule indicating no. of guards/supervisors to be deployed with their place of deployment shall be got approved by the security agency from Professor-In-Charge, Institute Security System. Any change in the schedule will also be got approved from Professor-In-Charge, Institute Security System. The security agency will submit a daily report indicating the no. of guards/supervisors deployed with their place of deployment.

50. The security guard will have to do the duty like reception, guidance to outsider as well as prevention of building/campus from spitting, damaging or any other hazard over and above his security duty. He will have to maintain and manage the undue use or wastage of electricity power by closing the switches in area where power supply is not required.

51. Security supervisor will have to ensure that no material/peripherals are going out without gate pass. Breach of this kind of duty will be considered serious and penalty of Rs.5000/- per occasion shall be imposed and recovered from the

- Security Agency's bill. If any loss arises to the institute due to non-issuance of gate pass than all such losses will be recovered from the bill of Security agency.
52. The Security Agency shall not appoint any sub-agency to carry out any obligations under the contract.
 53. The Security Agency shall maintain a Complaint Book at the main entrance gate which will be made available to the supervisory staff of the Institute Security for the residents / employees of the campus
 54. The Director, S.V. National Institute of Technology, Surat reserves the right to accept or reject any or all the tenders without assigning reason(s) thereof.

Annexure-1

DECLARATION REGARDING BLACKLISTING / DEBARRING TAKING PART IN TENDER

(To be executed & attested by public Notary / Executive Magistrate on Rs. 100/- non judicial Stamp paper by the Tenderer

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labor courts.

Or

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s. _____

Was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____

Years w.e.f. _____ to _____ The period is over on _____

_____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, SVNIT, Surat, and EMD / performance security shall be forfeited.

In addition to the above, Director, SVNIT, Surat, will not be responsible to pay the bills for any completed/ partially completed work.

DEPONENT

Attested :

(Public Notary / Executive Magistrate) Name : _____

Address : _____

SCHEDULE – C
Pre-Qualification Criteria

Sr. No.	Descriptions	Information to be filled by the tendered (required separate sheets may be enclosed)	
1.	(a)	Name of firm/agency	
	(b)	Address of firm/agency	
	(c)	Phone Number and Mobile Number	
	(d)	E-mail	
2.	Type of Organization (Whether proprietorship, partnership, private, limited, limited company)	Documentary Evidence from the Central/State Government	Copy enclosed: Y / N
3.	(a)	Name of the Directors Proprietor/ Partners	
	(b)	Address of the Directors Proprietor/ Partners	
	(c)	Phone Number and Mobile Number	
	(d)	E-mail	

4.	Date of Establishment (Agency should have more than 07 Years of Establishment)		Copy enclosed : Y / N
5.	Details of Registration (Documentary Evidence from the Central/State Government)	R. No.	Copy enclosed : Y / N
6.	License No: (under Shop and Establishment act)	L. No.	Copy enclosed : Y / N
7.	Labour License No. (Under Section 12(2) of the contract Labour Regulation and Abolition Act. 1970)	L.L. No.	Copy enclosed : Y / N
9.	Income Tax Return for the last Five financial years (2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018)		Copy enclosed : Y / N
10.	Total Average turnover of the agency with respect to Security Services during last Five financial years (2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018) Agency should have minimum Average Turnover with respect to Security Services of Rs. 15 Crores (Fifteen Crores Only) Average turnover during last Five financial years	Certified Copy from the C.A.	Copy enclosed : Y/ N
11.	Bank Solvency Certificate of Nationalized Bank / Scheduled Bank (Rs 2.00 Crores) of current financial year		Copy enclosed : Y/ N
12.	Firm should not be black listed/Debarred in past from the Union/State Government or Organization all over India. (Recent Notarized undertaking must be required for current financial year i.e. 2018-2019)- Annexure-1		Copy enclosed : Y/ N

13.	Work Order with respect to Security Services of Last five years (2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018) with at least Single Work Order of Rs. 3 Cores or above.	Copy of Work Order with Completion Certificate if Work Order is not on going.	Copy enclosed : Y/ N
15.	Details of registration with statutory authorities like EPF and ESIC etc.	PF Registration No.	Copy enclosed :Y/N
		ESIC Registration No.	Copy enclosed :Y/N
16.	(a) GST Number/Certificate	No.	Copy enclosed :Y/N
	(b) PAN number	No.	Copy enclosed :Y/N
17.	(c) Professional Tax	No.	Copy enclosed :Y/N
18.	Details of Tender Fee (Rs. _____)	DD No.	Date
		Name of Issuing Bank:	
19.	Details of Earnest Money Deposit (Rs. _____)	DD No.	Date
		Name of Issuing Bank:	

20. List of Major clients for Central/State Govt./Large corporate sector i.e. Security Services Completed with respect to **Security Services** Or On Going add **Extra Sheet if Required - Add Extra Sheet if Required**

Sr. No.	Name of Client with contact details	Work Order Number and Date	Security Services duration		No. of Person Deployed	Completion Certificate Number and Date/on- going	Copy Enclosed		Type of Client (Central/ State/ Municipal Government/ Public Sector Units/Private Undertakings)
			From	To			Y/N	Page No	
1.									
2.									
3.									
4.									
5.									

Copies of relevant documents are to be enclosed in support of above information

21. Turnover during the last Five years with respect to **Security Services (2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018)**

Sr. No.	Years	Turnover		Copy Enclosed	
		Rupees	in words	Y / N	Page No
1.	2017-2018				
2	2016-2017				
3	2015-2016				
4	2014-2015				
5	2013-2014				

Please enclose documentary evidence for Turnover during the last Five years (**2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018**), duly verified by the chartered Accountant, (CA) Copies of relevant documents are to be enclosed in support of above information

Notes:

- a) The experience, work order, turnover, client list etc is with respect to Security Services only.
- b) The tenders who do not meet the above mentioned **SCHEDULE – C** are to be treated as irresponsible and will not be considered for opening the Price Bid and will be disqualified.
- c) All the documents should be self-attested, numbered sequentially as per each point of the Pre-Qualification Criteria otherwise tender document will not be considered for further evaluation.
- d) Bidders are not permitted to attached any document further after the submission of tender document to the Institute.

Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the scope of work, terms and conditions and very important note indicated in the tender document and hereby accept all the same completely.

Name of Agency :

Address :

Telephone No. :

Mobile No. :

Fax No :

E-mail :

**Signature
of the authorized signatory of the agency
Official seal/ stamp**

Date:

Place:

**SCHEDULE- D
PRICE BID DOCUMENT**

Sr. No.	Manpower Requirement	Details
1	<p>**Looking to the Campus the Security Agency should engage Minimum <u>105</u> Security Staff [Three (03) Shift, 35 Each Shift].</p> <p>Manpower (Security officer, Security Supervisor, Head Guard, Security Guard (Male and Female)-Security agency is free to adjust the number of manpower in category of staff provided minimum number of Security Officer (01 No.) in General Shift, Security Supervisor (02 Nos.) in each Shift in General Shift and Security Guard (Female) (02 Nos) in each Shift is compulsory but the number should not be less than 35 Per Shift. However, Security agency is free to keep more number of staff.</p> <p><u>All the wages of personnel should not be less than minimum wages prescribed for time to time by Government of India failing which the offers are liable to be rejected</u></p>	<p>Security officer, Security Supervisor, Head Guard, Security Guard (Male and Female)</p>

Total Monthly Cost [(Sr. No (i) to (vi)] being quoted should be inclusive of:

- (i) the wages of the personnel prescribed as per Government of India and incentives if any, cost of Goods and Service Tax (GST) and other taxes if any, levies, statutory liabilities (PF, ESIC, Bonus, Gratuity etc),
 - (ii) Cost of uniform, cost of minor equipment such as batons, torch etc., cost of Vehicle (Jeep), Walkie-Talkie, consumables such as electricity etc. any contingent expenditure incidental to the work, cost of deploying the staff for Cultural, Technical and Convocation functions,
 - (iii) Cost of all substitute staff to be employed facilitating weekly off and statutory holidays or overtime payable to that extent,
 - (iv) the cost of Bio metric, Computer with Printer and Stationary for maintaining various registers like Material Movement, Vehicle Movement, Visitor register etc are also included in the Total Monthly Cost,
 - (v) No additional reimbursement on account of manpower cost shall be entertained beyond the quoted total monthly cost,
 - (vi) Security Agency's Service Charge and any other taxes and cost deemed fit.
- (**) The Numbers shown above for Security Personnel are minimum. The numbers may increase if agency wants to deploy more number of staff for efficient working but total cost paid by the Institute will remain unchanged.

<p>I / we shall charge Rs (in Figure) _____ In</p> <p>Words) _____</p> <p>_____ on the Total</p> <p>Monthly Cost for Providing the Security Staff as per the Terms and Conditions of the tender document.</p>

I/ We have carefully read each and every Schedule (**Schedule A to Schedule D**) of the Security Tender Document. I / We carefully read terms and conditions of work given in the document and having understood the same we confirm our acceptance without any condition or deviation.

1. Should this document be accepted, we hereby agree to abide by and fulfill all terms and conditions of the document and in default thereof, to forfeit the Earnest Money Deposit absolutely.
2. I / We have inspected the site and surrounding of the work as per the details given in Tender document and assessed the scope of works thoroughly.

Note:

1. The work will be **awarded** based on Lowest **Total Monthly Cost**.
2. In case of tie for **Total Cost Per Month**, the work-order may be given to the agency that has higher **Average Turnover with respect to security services** in during last Five Years Financial years (**2013-2014, 2014-2015, 2015-2016, 2016-17 and 2017-2018**).

Name of Agency :

Address :

Telephone No. : 1. 2

Mobile No. : 1. 2.

Fax No :

E-mail : 1. 2.

Signature of the authorized Person of the agency
Official seal / stamp

Name:

Designation:

Mobile Number:

Email: