

	<p>भारतीय प्रौद्योगिकीसंस्थानमद्रासचेन्ने 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 फ़ैक्स: (044) 2257 8292 Telephone : (044) 2257 8285/8286/8287/8288 FAX: (044) 2257 8292 GSTIN: 33AAAAI3615G1Z6</p>	
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BOOMA SOWRIRAJAN

Assistant Registrar (Stores & Purchase)

Date: 29.04.2021

Tender No. IITM/SPS/Security Service/002/2021-22/SPL

Due Date: 20.05.2021

Before 5.00 p.m.

Dear Sirs,

On behalf of the Indian Institute of Technology Madras, Tenders are invited in two bid system namely technical bid and financial bid for:

PROVIDING PRIVATE SECURITY SERVICES ON CONTRACT BASIS AT IIT MADRAS

conforming to the specifications enclosed.

No manual bids will be accepted. All tender documents including Technical and Financial bids should be submitted in **Government e-Market Place (GeM) portal through Custom Catalogue Based Bid** or in **Central Public Procurement Portal ([e-procurement](#))**

	LAST DATE for receipt of Tender	:	20.05.2021 before 05.00 p.m
1	Pre-bid meeting	:	<p>Due to Pandemic COVID-19 restrictions, the Pre-bid Meeting will be conducted via Google Meet on 05.05.2021 @ 03:00 pm. Please see the below link to join the meeting Pre-bid Meeting : Providing Private Security Services on Contract basis at IIT Madras (https://meet.google.com/ejx-fubt-owj)</p> <p>Bidders are requested to register your participation and send email with details of person who will attend this meeting and their company details along with your queries to adstores@iitm.ac.in on or before 04.05.2021</p>
	Date & Time of opening of Tender	:	21.05.2021 @ 05.00 p.m

GUIDELINES FOR TENDER SUBMISSION IN GOVERNMENT E-MARKET PLACE (GEM) PORTAL THROUGH CUSTOM CATALOGUE BASED BID

Bidders are requested to go through the GeM Handbook for instructions, preparation of bids and submission of bid.

General instructions to the Bidders:

The tenders will be received online in GeM portal through Custom Catalogue Based Bid. In the Technical Bids, the bidders are required to upload all the documents in single pdf file.

Assistance to Bidders:

Any queries relating to the process of Custom Catalogue Based Bid submission or queries related to GeM Portal, contact by email helpdesk-gem@gov.in or toll free nos. **1800-419-3436 / 1800-102-3436**.

GUIDELINES FOR TENDER SUBMISSION IN CENTRAL PUBLIC PROCUREMENT PORTAL (E-PROCUREMENT MODE)		
A	Submission of Tender	<p>: As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app</p> <p>The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal</p> <p>More information useful for submitting online bids on the CPP Portal may be obtained at: https://etenders.gov.in/eprocure/app</p> <p>All tender documents including Technical Bid & Financial Bid should be submitted separately in online CPP portal as per the specified format only. Right is reserved to ignore any tender which fails to comply with the above instructions. No manual bid submission will be entertained.</p>
B	Instructions for online bid submission	<p>: REGISTRATION</p> <ul style="list-style-type: none"> • Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL: https://etenders.gov.in/eprocure/app by clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge. • As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts. • Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. • Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.) https://eprocure.gov.in/eprocure/app with their profile. • Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. • Bidder then may log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
C	Searching for tender documents	<p>: • There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.</p>

		<ul style="list-style-type: none"> Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
D	Preparation of bids	<p>:</p> <ul style="list-style-type: none"> Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
E	Submission of bids	<p>:</p> <ul style="list-style-type: none"> Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. Bid Security Declaration has to be submitted in the Technical Bid as per prescribed format given in Annexure-8. Otherwise, the tender will be summarily rejected. A standard BOQ format has been provided in Annexure-5 with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

		<ul style="list-style-type: none"> • The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. • The uploaded tender documents become readable only after the tender opening by the authorized bid openers. • Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. • Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
F	Assistance to bidders	<ul style="list-style-type: none"> • Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. • Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4200462, 0120-4001002, 0120-4001005]
G	General Instructions to the Bidders	<ul style="list-style-type: none"> • The tenders will be received online through portal https://etenders.gov.in/eprocure/app. In the Technical Bids, the bidders are required to upload all the documents in single pdf file. • Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://etenders.gov.in/eprocure/app • Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site https://etenders.gov.in/eprocure/app under the "Information about DSC".

TERMS AND CONDITIONS OF TENDER		
1	Bid Security Declaration & Performance Guarantee	<p>As per OM No.F.9/4/2020 – PPD dated 12.11.2020, in lieu of EMD, the bidder may submit "Bid Security Declaration in the proforma given in <u>Annexure – E.</u></p> <p>The successful bidder shall submit a Performance Guarantee of 3% of the contract amount by way of DD/ Bank Guarantee obtained from any commercial bank, which would be released on expiry/termination of the contract after adjustment of dues, if any. The security deposit should be valid for two months beyond the duration of the contract</p>
2	Preparation of Tender:	<p>1) Intending security service providers are advised to inspect and examine the site and satisfy themselves before submitting their tenders. The tenderer shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.</p>

	<p>2) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.</p> <p>3) The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.</p> <p>4) If any relative of the tenderer is an employee of the IIT Madras, the name, designation and relationship of such employee shall be intimated to the Registrar, IIT Madras in writing while submitting the tender.</p> <p>5) No tenderer will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.</p>
3	<p>Signing of Tender:</p> <p>The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders.</p> <p>If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.</p> <p>If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.</p>
4	<p>Period for which the offer will remain open:</p> <p>The Tender shall remain open for acceptance/validity till: 120 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day.</p>
5	<p>Prices:</p> <ul style="list-style-type: none"> • The prices quoted must be Nett considering all scope of work, terms & conditions mentioned in Annexure A. The prices quoted by the Bidders should be inclusive of GST and other statutory levies. • All conditional tenders will be summarily rejected.
6	<p>No Advance Payment will be made for the service. The Payment will be made only after satisfactory completion of work and as per terms and conditions of the contract.</p>
7	<p>Terms and Conditions: Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offers.</p>
8	<p>Right of Acceptance: IIT Madras reserves the right to reject the whole or any part of the Tender without assigning any reason or to accept them in part or full.</p>
9	<p>Communication of Acceptance: Letter of Intimation and acceptance will be communicated by post /email to the successful bidder to the address indicated in the bid.</p>
10	<p>Duration of the contract: Initially, the contract will be awarded for one year. The period may be further extended annually up to a maximum of another two years on annual basis depending on the satisfactory performance and as recommended by the Contract Monitoring Committee.</p>
11	<p>All information including selection and rejection of technical or financial bids of the prospective bidders will be communicated through CPP portal. In terms of Rule 173(iv) of General Financial Rule 2017, the</p>

	bidder shall be at liberty to question the bidding conditions, bidding process and/or rejection of bids.
12	Conditions of contract: Bidder should quote on the basis of the conditions referred to in the invitation to tender and tender papers.
13	Bidder shall submit along with this Tender: Name and full address of the Banker and their swift code and PAN No. and GSTIN number.
14	Jurisdiction: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued.
15	Dispute Settlement: <ul style="list-style-type: none"> It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIT Madras whose decision shall be final and binding on both the parties. It is also agreed that in case of any disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Chennai. The resultant contract will be interpreted under Indian Laws.
16	Breach of Terms and Conditions: <ul style="list-style-type: none"> Safe and secured service for property and controlling the movement of men, materials and vehicle in and out of the Institute is the essence of contract. If the quality of service rendered remains poor for a period of 15 days in spite of communication from IIT Madras, the contract may be terminated at the discretion of Competent Authority. In case of breach of any terms and conditions as mentioned above, the Competent Authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by IIT Madras in that event the security deposit shall also stands forfeited.
17	Right of IIT Madras <ul style="list-style-type: none"> The Registrar, IIT Madras reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties. The Registrar, IIT Madras reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his / her decision shall be final and binding on the Tenderer. The Registrar, IIT Madras reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company. IIT Madras reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the IIT Madras shall be final and binding on all parties. The Registrar, IIT Madras reserves the right to award the contract for the security services either to one or more than one contractor / agency.
18	Penalty & Liquidated Damages / Force Majeure: If the selected Bidder fails to complete the due performance of the contract in accordance with the terms and conditions, Institute reserves the right either to cancel the contract or to accept performance already made by the selected Bidder after imposing Penalty on Selected Bidder. A penalty will be calculated on a per week basis and on the same Rate as applicable to Liquidated Damages (LD). In case of termination of the contract, Institute reserves the right to recover an amount equal to 5% of the Contract value as Liquidated Damages for non-performance. Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently. Penalty and LD are not applicable for reasons attributable to the Institute and Force Majeure. However, it is the responsibility of the selected Bidder to prove that the delay is attributable to the Institute and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Institute's official that the delay is attributed to the Institute and/or Force Majeure along with the bills requesting

	payment.
19	The tenderer shall certify that the tender document submitted by him / her are of the same replica of the tender document as published by IIT Madras and no corrections, additions and alterations made to the same. If any deviation found in the same at any stage and date, the bid / contract will be rejected / terminated and actions will be initiated as per the terms and conditions of the contract.
20	The bidder shall study the scope of work and Technical Bid in detail as given in Annexure A & B before submitting the bid.
21	<p>Public Procurement – Preference to Make in India:</p> <p>This tender will be evaluated based on Public Procurement (Preference to Make in India) DIPP, MoCI Order No. 45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself. Necessary self-certification about the classification of the supplier/bidder as per the above order should be submitted by the bidder in Annexure-F1/F2. Non-submission of self-certification will lead to rejection of bid outrightly and the bidder will be treated as non-local supplier.</p>
22	<p>PRE-QUALIFICATION CRITERIA</p> <ol style="list-style-type: none"> As per DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, the firm should submit Certificate as per MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020 for “Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per format given in Annexure – D. The firm should submit “Bid Security Declaration” as per format given in Annexure-E
23	<p>Number of Bids and their Submission:</p> <p>The bidders should submit the bids in two bid system as detailed below:</p> <p>Bid I Technical Bid</p> <p>The technical bid should consist of Pre-Qualification Criteria and scope of work of this tender.</p> <p>The bidder should go through the preparation of tender document of sl.no. 2(1) and scope of work given in Annexure- A of the tender document, understand the requirement of IITM and submit the technical bid covering the following details along with all relevant document proof in the proforma given in Annexure-B and Appendix-A. Any tender documents without these shall be invalid and rejected.</p> <ol style="list-style-type: none"> The firm must have an Annual turnover of atleast Rs.10 Crores in the last three years (cumulative) i.e. 2017-18, 2018-19 and 2019-20 (Necessary document proof should be attached) The firm should have atleast minimum five years of experience (i.e. from 1.1.2016) in providing security services in Central/State Government Departments / Public Sector Undertakings / Autonomous Bodies / Large Industrial / Educational campus / reputed Private companies (Necessary document proof such as work order should be attached). Details of total manpower supplied by the firm per contract (Necessary document proof should be attached). <ol style="list-style-type: none"> Minimum 100 persons More than 100 and less than 150 persons Above 150 persons The firms should require to submit atleast two Customer Satisfactory Performance reports with rating such as Good /Very Good / Excellent for the service provided by the bidders to the Organization served in the past service. The firm should have valid license under Private Security Agencies (Regulation) Act, 2005 for the state of Tamil Nadu. (Necessary document proof should be attached)

6. The firm should have registration with EPF, ESI, GST and PAN (Necessary document proof should be attached)
7. The firm should not have been blacklisted / debarred by any Government/ regulatory bodies in India. A self-declaration format given in **Annexure – G**
8. The Bidders should submit all relevant documents to facilitate marks for bidders as per parameters given in the tabulation (sl.no. 24 – “Evaluation of Bids”)

Bid II Financial Bid

The financial bid should be submitted as per the proforma (**Annexure C**). The Quoted price should be inclusive of all cost and statutory levies.

24 Evaluation of Bids:

Bid Evaluation will take place in two stages.

Stage I: Technical Bid evaluation

Pre-Qualification Criteria will be evaluated first and those bidders who have complied with this criteria alone be evaluated for Technical bid evaluation. Technical bid evaluation will be done in two stages.

In the 1st stage, each point given in technical bid (sl.no. 23) will be evaluated.

In the 2nd stage, the technical Specification offered by the bidders will be evaluated by the Committee and marks will be given as per the parameters mentioned in the tabulation below. **Onsite Demonstration is part of technical bid evaluation. The firms should make Onsite Demonstration of parameters as given below with utilizing their own employees and expenses.**

The parameter to be considered for Technical Evaluation and the maximum marks for each parameter of the technical bid is as under :

Sl.No	Parameter	Maximum Marks	
1	Background of the Organization:	20	
	# Parameter		Max.Marks
	a Annual Turnover		5
	i) Minimum Rs.10 Crores : 3 marks		
	ii) More than Rs.15 Crores and less than Rs.20 Crores : 4 marks		
	iii) Above Rs.20 Crores : 5 marks		
b Years of experience in providing security services	5		
i) Minimum 5 years of experience : 3 marks			
ii) More than 7 years and less than 8 years of experience : 4 marks			
iii) Above 8 years of experience : 5 marks			
c Total Manpower supplied per contract	5		
i) Minimum 100 persons : 3 marks			
ii) More than 100 and less than 150 persons : 4 marks			
iii) Above 150 persons : 5 marks			
d Two Customer Satisfactory Performance reports with rating such as Good /Very Good / Excellent for the service provided by the bidders to the Organization	5		

2	<p>Onsite Demonstration</p> <table border="1" data-bbox="395 226 1219 434"> <thead> <tr> <th>#</th> <th>Parameter</th> <th>Max.Marks</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Parade</td> <td>5</td> </tr> <tr> <td>b</td> <td>Traffic Management</td> <td>5</td> </tr> <tr> <td>c</td> <td>Gate Controlling</td> <td>5</td> </tr> <tr> <td>d</td> <td>Patrolling (to test knowledge)</td> <td>5</td> </tr> <tr> <td>e</td> <td>Fire Fighting</td> <td>5</td> </tr> </tbody> </table>	#	Parameter	Max.Marks	a	Parade	5	b	Traffic Management	5	c	Gate Controlling	5	d	Patrolling (to test knowledge)	5	e	Fire Fighting	5	25
#	Parameter	Max.Marks																		
a	Parade	5																		
b	Traffic Management	5																		
c	Gate Controlling	5																		
d	Patrolling (to test knowledge)	5																		
e	Fire Fighting	5																		
Total Technical Score (TS)		45																		
<p>After evaluation of Technical bid including their onsite demonstration, the financial bids of only those firms which have secured a minimum of 27 marks in the stage II of Technical bid evaluation will only be declared as technically qualified for opening of financial bid.</p> <p>Stage II: Financial Bid Evaluation</p> <p>The lowest financial bid amongst those qualified in the Technical bid will be declared as successful bidder (L1) and the contract will be awarded to the successful bidder (L1) subject to other usual conditions.</p> <p>The next lowest bidders (L2), in the order of financial bid from the lowest, will also be called for negotiations to match with the financial bid of L1, and if agreed the contract will be awarded in part to both the bidders.</p> <p>If the second lowest bidder fails to match the L1 rate the third lowest bidder will be called for negotiation to match the L1 price and so on that the award of contract will not be struck if a bidder fails to match the L1 rate.</p>																				
25	<p>Execution of Contract and Security Deposit</p> <ul style="list-style-type: none"> • A formal contract shall be entered into with successful security service provider. • The Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor. • On award of contract, the security service provider shall be bound to submit labour license certificate issued by competent authority within one month from the date of award of contract, failing which, award of contract stands terminated without any notice. They should also furnish the information about the persons deployed by the firm along with a recent passport size coloured photograph of security guard in uniform. • The Contractor shall furnish indemnity bond / insurance from the General Insurance Company at his own cost to indemnify IITM against any claim arising out of or connected with the tender. 																			
26	Due to Covid-19 pandemic the bidders will not be entertained to participate in opening of Bids. Since the tender is e-tender, the opening of the bids may be checked using the respective logins of the bidders.																			
27	Due to Covid-19 pandemic pre-bid meetings will be conducted through online. Bidders can submit their queries and doubts to the email id: adstores@iitm.ac.in till the date of the online pre-bid meeting. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.																			

ADDITIONAL TERMS AND CONDITIONS

Manpower Deployment:

- a) The minimum number of guards deployed shall commensurate with requirement of the Institute. Further, the contractor should be in a position to deploy additional guards as required by the Institute from time to time.
- b) The contractors are required to deploy **250 guards** approximately for 3 different Zones within IIT Madras Campus. In addition, **three shift-in-charges** (1 for each shift) and **1 unit in-charge each** for 3 different zones with a special allowance of Rs. 2000/- pm. for shift-in-charge and Rs. 4500/- pm. for unit-in-charge over and above the basic wages plus VDA of Security Guards, is required to be deployed for all 3 shifts. However, no security Guard/Shift-in-charge shall be allowed to perform continuous duty for more than one shift.
- c) The service provider shall ensure that the guards deployed are punctual, disciplined and vigilant in performing their duty. The service provider shall engage medically and physically fit persons and they shall be duty bound to display the same at the time of providing the service. All the employees shall wear uniform with identification badge issued by the service provider. The Contractor should parade the full strength of guards and supervisors in uniform for inspection by Institute Official before commencement of contract.
- d) The Registrar of the Institute or any person authorized by the Registrar shall be at liberty to carry out any surprise checks on the persons deployed by the service provider in order to ensure that required number of guards is deployed and that they are providing the service properly.
- e) The guards deployed by the service provider shall be the employees of the service provider for all intent and purpose and in no case, shall a relationship of employer and employee between the said persons and the IIT Madras accrue implicitly or explicitly.
- f) The persons so deployed shall remain under the control and supervision of the service provider and he shall be liable for payment for their wages etc. and all other dues which the service provider is liable to pay under various labour regulations and other statutory provisions.
- g) The service provider shall ensure that all the guards deployed in IIT Madras get minimum wages as per the Central Sphere Minimum Wages from time to time and such other benefits as are admissible under various labour laws. He shall provide full information in respect of wages etc., paid to his employees so deployed in conformity with the provisions of contract Labour (Regulation and Abolition) Act, 1970.

Payment Terms:

- a) IIT Madras shall pay the agreed amount on production of monthly bill (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly bill shall include supporting documents towards receipt of payment by the persons employed including copy of **Monthly Pay Slip**. The service provider may preferably make payment to guards/shift-in-charge/unit-in-charge through bank. No other charges of any kind shall be payable. No advance payment shall be made to the agency. There would be no increase in rates payable to the agency during the contract period except in case of enhancement of Minimum wages/VDA by the **central Govt**. The income-tax as applicable shall be deducted from the bill unless exempted by the Income-Tax Department.
- b) The service provider shall also submit the proof of having deposited the amount of contribution on account of ESI and EPF towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case, the tenderer fails to do so, the Institute shall recover the same from the dues of the contractor and remit the contribution directly to the concerned authorities in the codes of the contractor. Further necessary action as deemed fit will be taken against the contractor.
- c) If any security guard is absent and no replacement was available on duty a fine of Rs.200/- per duty per shift will be levied along with deduction in wages and the same will be recovered in monthly bills of service provider.

Compliance:

- a) The service provider shall provide the services continuously as per the award of contract period. In case of discontinuation of services by the service provider in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority, etc. the service provider shall be liable for necessary legal action and the service provider shall also forfeit their performance security deposit.
- b) The 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 prior written consent of IIT Madras.
- c) Any damages to the infrastructure facilities or the property of the Institute by the personnel of the service provider, they shall bear the responsibility of losses and shall replace the same on its own expenses / reimburse the full cost of the same.
- d) In case, the security guards employed by the service provider commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the service provider shall be liable to take appropriate disciplinary action against such guards, including their removal from site of work, if required by IIT Madras.
- e) The service provider shall replace immediately any of its security personnel who are found unacceptable to the IIT Madras because of security risks, incompetence, conflict of interest, improper conduct etc, upon receiving necessary orders from the Competent Authority of IIT Madras.
- f) The successful service provider shall be **solely responsible for the redressal of grievances /resolution of disputes relating to security personnel engaged by them. IIT Madras shall, in no way, be responsible for settlement of such issues whatsoever.**
- g) For all intent and purpose, the successful service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of personnel so employed and engaged at IIT Madras under this contract. The security personnel deployed by the agency at IIT Madras shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against IIT Madras.
- h) IIT Madras shall not be responsible for any damages, losses, theft, claims, financial or other injury to any security guards deployed by the service provider in the course of their performing the functions/ duties, or for payment towards any compensation.
- i) The security personnel deployed by the service provider shall not claim nor shall be entitled for pay, perks and other facilities from IIT Madras admissible to casual, adhoc, regular/ confirmed employees during or after expiry of the contract period.
- j) In case of termination of this contract on its expiry or otherwise, the security personnel engaged by the service provider shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in IIT Madras.

Compliance of Statutory Provisions

- a) The service provider shall maintain all statutory registers under the applicable Law. They shall also produce the same, on demand, to the concerned authority of IIT Madras or any other authority under Law.
- b) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIT Madras is put to any loss / obligation, monetary or otherwise, IIT Madras shall 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.

Sd/-
(Booma Sowrirajan)
Assistant Registrar (S&P)

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” and certify that before signing the Financial Bid have read and fully understood all the terms and conditions contained in the document and undertake myself / ourselves to strictly abide by them.

Signature of the Tenderer
Name & Address of the Tenderer
with Office Stamp

SCHEDULE OF TENDER

PROVIDING PRIVATE SECURITY SERVICES ON CONTRACT BASIS AT IIT MADRAS

Tender No. IITM/SPS/Security Service/002/2021-22/SPL

Name of Organization	Indian Institute of Technology Madras
Tender Type (Open/Limited/EOI/Auction/Single)	OPEN
Tender Category (Services/Goods/Works)	Services
Type/Form of Contract (Work/Supply/Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Name of the Service	Providing Private Security Services on Contract basis at IIT Madras
Source of Fund (Institute/Project)	IIT Madras
Is Multi Currency Allowed	No
Date of Issue/Publishing	29.04.2021
Document Download Start Date	29.04.2021
Document Download End Date	20.05.2021 @ 05.00 pm
Prebid Meeting via Google Meet	05.05.2021 @ 03.00 pm
Bid Submission Start Date	10.05.2021
Last Date and Time for Uploading of Bids	20.05.2021 before 05.00 pm
Date and Time of Tender Opening	21.05.2021 at 05.00 pm
No. of Covers (1/2/3/4)	2
Bid Validity days (180/120/90/60/30)	120 Days
Address for Communication	The Assistant Registrar Stores & Purchase Section IIT Madras Chennai – 600 036
Contact No.	For Queries : 044- 2257 8287/8288
Email Address	adstores@iitm.ac.in

PROVIDING PRIVATE SECURITY SERVICES ON CONTRACT BASIS AT IIT MADRAS

Tender No. IITM/SPS/Security Service/002/2021-22/SPL

SCOPE OF WORK

1. The selected Security Agency will detail security personnel, to work in three shifts of eight hour's duration, every day. The shifts will be as under:
 - a) 'A' Shift – 0600 hrs to 1400 hrs
 - b) 'B' Shift – 1400 hrs to 2200 hrs
 - c) 'C' Shift – 2200 hrs to 0600 hrs (next day)
 - d) 'General Shift' – 0900 hrs to 1730 hrs

2. The Unarmed Security Guards will have the following minimum qualifications/standards:
 - a) Have a minimum educational qualification of 10th std.
 - b) Be in the age group of 25 – 45 years
 - c) Be healthy, smart with good physical bearing with atleast 5'6" height 80 cm chest measurements. (Except Hill tribes)
 - d) Be trained in handling standard firefighting equipment.
 - e) Be able to maintain documents, verifying Identity cards / vehicle pass etc; as per the security guidelines of the IITM and the instructions of the staff of Security Section, IIT Madras.
 - f) Should have knowledge in First Aid/driving/handling wireless equipment/modern security gadgets etc.
 - g) All Security Guards posted must be able to communicate in English of which atleast 30% of the guards must be able to communicate in Tamil also.
 - h) They should have work experience for atleast 2 years in security assignment in similar organization as of IITM.
 - i) No person who has been convicted by a competent court/who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State police organization, central or state governments or in any private security agency shall be employed or engaged as a private security guard or supervisor.
 - j) They should be able to read/speak English/Tamil and Hindi languages.

3. Apart from the Unarmed Security Guards, three each Supervising Inspectors (Shift In charge) one each per shift and one each unit in-charge will be detailed. They should be in the age group of 30 – 55 years and with a minimum qualification of Bachelor's degree for civilian and not below the rank of JCO in case of Ex- serviceman. The supervising Inspectors (Shift In-Charge) should work in a shift and he is capable of commanding at least 50-60 Security Guards in the Shift and he is responsible of duty deployment, after daily roll call and briefing about duties and responsibilities. In the absence (or) leave of any shift in charge proper replacement shall be made in advance. No Security guards are allowed to perform the duties of shift i/c. Any protest (or) boycott of duties by the Security Guards on any account will be viewed seriously and the agency is responsible for any loss (or) damage.

4. Duration of the contract shall be 3 years subject to yearly appraisal and review by the Institute authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before three MONTHS by giving notice of one month to this effect. However, the contract can also be terminated by giving a written notice of 30 days by either side. A record of every lapse small or big to be maintained by the Institute Authorities & a weekly meeting with the representative of the Company and Chief Security Officer / Security Officer will be held and minutes of the same recorded for compliance. A monthly meeting with the Branch Manager to be held for follow-ups.

5. **No employee of the company / Agency shall work for more than 26 days in a month or as specified by Labour Laws**

RESPONSIBILITIES AND LIABILITIES

1. Discipline, dress and decorum of the guards will be the responsibility of the service provider. He will also ensure that the manpower engaged is as per the requirements of the security of the campus. The guards would be working under the guidance of the security supervisor provided by the agency and the entire team of the security guards and the supervisor would report to the Authorized person of the Institute. Police verification of the guards and the supervisors will be done by the agency. This needs to be submitted to the Institute.
2. At least 50% of the Guards deployed by the firm shall be from Ex-service men. Supervisors shall only from Ex Service man category and below 55 years of age.
3. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedent's verification certificate issued by the police about their staff or the security agency should be submitted to the Chief Security Officer / Registrar, IIT Madras by the agency.
4. The service provider shall be responsible for all aspects of security or security related subjects in the Institute. He shall be working under the Chief Security Officer / Registrar of the Institute / Person nominated by the Registrar and shall ensure that the guards requisitioned are positioned as per the timings and numbers. The guards shall be in proper uniform and shall conduct themselves befitting those responsible to maintain peace and harmony in the Institute. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the employees, the campus residents and visitors. **The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.**
5. The contractor should provide its personnel with seasonal and protective clothing, torches (with adequate supply of battery cells on monthly basis), whistle, lathies, rain coats, gum boots and **five** cycles as are normally required for patrolling by the Security personnel. These materials are required to be deposited with Security in charge upon award of contract.
6. The service provider shall ensure rotation of guards and supervisors at the particular post at least once in a month with prior permission and intimation. Further, guards should not be deployed on over time duty consecutively except under emergent and extra ordinary situation. However in any case the same should not exceed 5% of total duties in a month.
7. The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the Institute.
8. Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such other duties as may be essential for maintenance of security and discipline in the campus.
9. The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property on the Institute campus. The agency will also have to inform the authorities about any pilferages noticed on the campus. The agency will be responsible for any theft and will be liable to make good the loss incurred.
10. The agency will maintain a Daily Attendance Register which will be verified by the authorized person of the Institute.

Signature of the Tenderer
Name & Address of the Tenderer
with Office Stamp

PROFORMA FOR TECHNICAL BID**PROVIDING PRIVATE SECURITY SERVICES ON CONTRACT BASIS AT IIT MADRAS**

Tender No. IITM/SPS/Security Service/002/2021-22/SPL

Sl. No.	Description	Compliance (Yes/No)	Page Ref.No.
I. PRE-QUALIFICATION CRITERIA			
1	The firm should submit Certificate for “Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority” as per format given in Annexure – G		
2	The firm should submit Bid Security Declaration as per format given in Annexure – D		
III. TECHNICAL BID			
1	The firm must have an Annual turnover of at least Rs.10 Crore in the last three years (cumulative) i.e. 2017-18, 2018-19 and 2019-20 (Necessary document proof such as work order should be attached)		
2	The firm should have at least minimum five years of experience (i.e. from 1.1.2016) in providing security services in Central/State Government Departments / Public Sector Undertakings / Autonomous Bodies / Large Industrial / Educational campus / reputed Private companies (Necessary document proof such as work order should be attached). Also the firm should submit details as per Appendix-A		
3	Details of total manpower supplied by the firm per contract (Necessary document proof should be attached).		
	a) Minimum 100 persons		
	b) More than 100 and less than 150 persons		
	c) Above 150 persons		
4	The firms should require to submit atleast two Customer Satisfactory Performance reports with rating such as Good /Very Good / Excellent for the service provided by the bidders to the Organization served in the past service.		
5	The firm should have valid license under Private Security Agencies (Regulation) Act, 2005 for the state of Tamil Nadu. (Necessary document proof should be attached)		
6	The firm should have registration with EPF, ESI, GST and PAN (Necessary document proof should be attached)		
7	The firm should not have been blacklisted / debarred by any Government/ regulatory bodies in India. A self-declaration format given in Annexure – H		
8	The Bidders should submit all relevant documents to facilitate marks for bidders as per parameters given in the tabulation (sl.no. 24 – “Evaluation of Bids”)		

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

APPENDIX-A

DETAILS OF EXPERIENCE

(Copies of work orders along with customer satisfaction certificate and all relevant documents may be enclosed)

Sl.No.	Name of the Organization	Total Security Guards Deployed	Percentage of Security Guard		Period of Work	Consolidated Billing Amount per annum	Name and contact details of the Officer in-charge at the Client Organization with contact number
			45 years and Below	Fluent in Tamil			

Certified that the above furnished information is true and correct. IIT Madras is permitted to verify the above details from any of the clients listed above.

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

PROFORMA FOR FINANCIAL BID (BOQ)**PROVIDING PRIVATE SECURITY SERVICES ON CONTRACT BASIS AT IIT MADRAS**

Tender No. IITM/SPS/Security Service/002/2021-22/SPL

Sl.No.	Description	Service charges per person without GST (in INR)
1	Service charges for Unarmed Security Guard per month	

Note:

1. The basic wages and VDA quoted shall be as per the Central Government minimum wages Act only. As per latest Central Government Minimum Wages act, sample pay matrix for Unarmed Security Guard per person is given below:

Sl.No.	Description	Wages for Unarmed Security Guard per person per month (in INR)
1.	Basic wages per month (Rs.637 x 26 days)	16,562.00
2.	VDA per month (Rs.147 x 26 days)	3,822.00
	Sub Total – I (Basic Wages + VDA)	20,384.00
3.	E P F (12%) + EDLI (0.5%) + Admn. Charge (0.5%) (13% of Sub Total –I (Ceiling Amount of Rs.15,000))	1,950.00
4.	E S I (3.25%) (3.25% of Sub Total –I (Ceiling Amount of Rs.21,000))	662.48
	Sub Total – II	22,996.48
5	Service charge per month (<i>percentage of (Basic pay + VDA) in amount</i>)	As per quoted price
	Sub Total – III (Subtotal II + Service Charge)
6	GST (18% of Subtotal III)
	TOTAL (inclusive of GST)

2. The Shift-in-charge and Unit-in-charge will be paid a special allowance as follows:

- a) Shift-in-charge Rs.2,000/- (Rupees Two Thousand only) per month
b) Unit-in-charge Rs.4,500/- (Rupees Four Thousand Five Hundred only) per month

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

(To be given on the letter head of the bidder)

No. _____

Dated: _____

CERTIFICATE

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached)

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

(To be given on the letter head of the bidder)

BID SECURITY DECLARATION FORM

To

**The Registrar,
IIT Madras**

I, the authorized signatory of _____ participating in the subject Tender No. _____ dated _____ for **“Providing Security Services on Contract basis at IIT Madras”**.

That I have availed the benefit of waiver of EMD while submitting our offer against the subject Tender No. **IITM/SPS/Security Services/002/2021-22/SPL**

That in the event we withdraw/ modify our bid during the period of validity OR we fail to execute formal contract agreement within the given timeline OR we fail to submit a performance security within the given timeline OR we commit any other breach of Tender Conditions/Contract, we will be suspended from being eligible for bidding/award of all future contract (s) of Indian Institute of Technology Madras for a period of one year from the date of committing such breach. Further, we agree that your institute is at liberty to intimate this debarment to all departments/ organizations of government and governmental organizations.

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

SELF-CERTIFICATION FORMAT FOR CLASS-I LOCAL SUPPLIER

Tender No. IITM/SPS/Security Services/002/2021-22/SPL

Date: _____

I / We _____ S/o, D/o, W/o,
Resident
of _____ hereby solemnly affirm and declare as under:

That I/we will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Order, 2017 (hereinafter PPP-MII order) of Government of India issued vide Notification No: P-45021/2/2017 -BE-II dated 15/06/2017, its revision dated 28/05/2018 and any subsequent modifications/Amendments, if any and

That the information furnished hereinafter is correct to the best of my knowledge and belief and I/we undertake to produce relevant records before the procuring entity/IIT Madras or any other Government authority for the purpose of assessing the local content of goods/services/works supplied by me for (Enter the name of the Equipment/Item for Project).

That the local content for all inputs which constitute the said goods/services/works has been verified by me and I am responsible for the correctness of the claims made therein.

I/We[name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)

That the value addition for the purpose of meeting the 'Minimum Local Content' has been made by me at (Enter the details of the location(s) at which value addition is made).

That in the event of the local content of the goods/services/works mentioned herein is found to be incorrect and not meeting the prescribed Minimum Local Content criteria, based on the assessment of procuring agency (ies)/IIT Madras/Government Authorities for the purpose of assessing the local content, action shall be taken against me in line with the PPP-MII order and provisions of the Integrity pact/ Bidding Documents.

I/We agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authority.

- i. Name and details of the Local Supplier (Registered Office, Manufacturing unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. Goods/services/works for which the certificate is produced
- iv. Procuring entity to whom the certificate is furnished
- v. Percentage of local content claimed and whether it meets the Minimum Local Content prescribed
- vi. Name and contact details of the unit of the Local Supplier (s)
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of input used to manufacture the Goods/to provide services/in construction of works
- xii. List and total cost of input which are domestically sourced. Value addition certificates from suppliers, if the input is not in-house to be attached
- xiii. List and cost of inputs which are imported, directly or indirectly

For and on behalf of..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

SELF-CERTIFICATION FORMAT FOR CLASS-II LOCAL SUPPLIER

Tender No. IITM/SPS/Security Services/002/2021-22/SPL

Date: _____

I / We _____ S/o, D/o, W/o, _____ Resident of _____ hereby solemnly affirm and declare as under:

That I/we will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Order, 2017 (hereinafter PPP-MII order) of Government of India issued vide Notification No: P-45021/2/2017 -BE-II dated 15/06/2017, its revision dated 28/05/2018 and any subsequent modifications/Amendments, if any and

That the information furnished hereinafter is correct to the best of my knowledge and belief and I/we undertake to produce relevant records before the procuring entity/IIT Madras or any other Government authority for the purpose of assessing the local content of goods/services/works supplied by me for (Enter the name of the Equipment/Item for Project).

That the local content for all inputs which constitute the said goods/services/works has been verified by me and I/we am/are responsible for the correctness of the claims made therein.

I/We (name of manufacturer) hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category.

That the value addition for the purpose of meeting the 'Minimum Local Content' has been made by me at (Enter the details of the location(s) at which value addition is made).

That in the event of the local content of the goods/services/works mentioned herein is found to be incorrect and not meeting the prescribed Minimum Local Content criteria, based on the assessment of procuring agency (ies)/IIT Madras/Government Authorities for the purpose of assessing the local content, action shall be taken against me in line with the PPP-MII order and provisions of the Integrity pact/ Bidding Documents.

I/We agree to maintain the following information in the Company's record for a period of 8 years and shall make this available for verification to any statutory authority.

- i. Name and details of the Local Supplier (Registered Office, Manufacturing unit location, nature of legal entity)
- ii. Date on which this certificate is issued
- iii. Goods/services/works for which the certificate is produced
- iv. Procuring entity to whom the certificate is furnished
- v. Percentage of local content claimed and whether it meets the Minimum Local Content prescribed
- vi. Name and contact details of the unit of the Local Supplier (s)
- vii. Sale Price of the product
- viii. Ex-Factory Price of the product
- ix. Freight, insurance and handling
- x. Total Bill of Material
- xi. List and total cost value of input used to manufacture the Goods/to provide services/in construction of works
- xii. List and total cost of input which are domestically sourced. Value addition certificates from suppliers, if the input is not in-house to be attached
- xiii. List and cost of inputs which are imported, directly or indirectly

For and on behalf of..... (Name of firm/entity)

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

(To be given on the letter head of the bidder)

Self-Declaration that the Service Provider has not been Black listed

I S/o
R/o police station District Director
/ partner/ sole proprietor (Strike out whichever is not applicable) of
..... (Firm or Company) do hereby declare and solemnly affirm:

- I. That the Firm has not been Blacklisted or declared insolvent by any of the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or shareholder thereof has any connection directly or indirectly with or has any subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any criminal case / economic offence nor any criminal case / economic offence is pending against firm or any partner of the Firm before any Court of Law / Police.

Place:
Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp