

# Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

## Tender for providing round the clock security services

| S. No. | Particulars  | Details  |
|--------|--|--|
| 1      | Tender Notification No   | RGIPT/Jais/Security/01/2020  |
| 2      | Name of the job  | Providing Security Services at Rajiv Gandhi Institute of Petroleum Technology  |
| 3      | Period for contract  | Initially for a period of 02 years, which may be extended for a similar, larger or lesser period on same terms and conditions  |
| 4      | e-Tender Processing Fee (ITI Limited):                         | e-payment Gateway available on <a href="https://rgipt.euniwizarde.com">https://rgipt.euniwizarde.com</a> . E-tendering fees as applicable  |
| 5      | Date of Issue of Tender Document                               | 21-05-2020 (Thursday)  |
| 6      | Issue of Tender  | The Tender document link can be obtained from the institute's website – <a href="http://www.rgipt.ac.in">www.rgipt.ac.in</a> and <a href="https://rgipt.euniwizarde.com">https://rgipt.euniwizarde.com</a> (e-tendering website). Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly. |
| 7      | Date, Time and Venue of pre-bid meeting                        | 10 – 06-2020 (Wednesday) by 03.00 PM at RGIPT, Jais, Amethi  |
| 8      | Last Date and time for submission of Tender Document           | 15-06-2020 (Monday) by 03.00 PM  |
| 9      | Date and time for opening of Technical Bids                    | 15-06-2020 (Monday) by 04.00 PM  |
| 10     | Date and time for opening of Price Bids                        | Announced later  |
| 11     | Likely date for commencement of contract                       | 01 <sup>st</sup> July 2020   |
| 12     | Earnest Money Deposit (EMD)                                    | Rs. 1.80 Lakhs/- (Refundable)  |
| 13     | Name of the contact person at RGIPT for tender related enquiry | Dr Saurabh Mishra,<br>Chairman Internal Security Committee<br>Mobile: 7388494180<br>(10.00 AM to 5.00 PM) Monday to Friday   |
| 14     | Address for the Institute                                      | Rajiv Gandhi Institute of Petroleum Technology (RGIPT)<br>Jais<br>Mubarakpur Mukhetia More,<br>Bahadurpur, Post: Harbanshganj, Near<br>Jais Railway Station<br>Amethi- 229304, UP, India   |

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://rgipt.euniwizarde.com>.

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://rgipt.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the **Registration fee of Rs. 2360/- Per vendor/per year**.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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 with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. 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 DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizarde.com>**

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e-tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

## PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
4. 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, annual reports, auditor certificates etc.)** has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. 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.

## SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as **“e-payment” to pay the tender fee / EMD** as applicable and enter details of the instrument.
4. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
5. 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.

6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

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 e-tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is "011-49606060"**

## PART-I

### 1. INTRODUCTION

- a. Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais, Amethi has been set up by Ministry of Petroleum and Natural Gas, Government of India as an Institute of National Importance along the lines of IITs through an Act of Parliament in 2007 and operating its academic activities from Jais, Amethi, Uttar Pradesh. The institute invites online e- tender under 'Two Bid System' as mentioned hereunder in the prescribed format from reputed Security Agency/Firm having adequate experience in the field of providing Security Services (24x7) at various educational Institute like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Central Universities or any Government bodies, PSUs etc. in India. The agency shall be providing Security Services to the Institute based on the requirement of the Institute from time to time for a period of initially two years, further extendable based on satisfactory completion of contract every year on contract basis/outsourcing basis. Interested parties may submit bids online.
- b. **ONLINE QUOTATIONS**, in Two-Part Bids, are invited from reputed Security Agency/Firm for providing security services at RGIPT, Jais, Dist- Amethi.

### 2. SCOPE OF WORK

The scope of works of the contract includes:

- a. The contractor shall have to provide round-the-clock security services at RGIPT Jais Campus.
- b. The agency shall ensure protection of the personnel & property of RGIPT Jais
- c. Prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the RGIPT Jais Campus.
- d. In case of any incident such as theft, robbery, fight, accident inside RGIPT Jais campus premises, it is the responsibility of Security agency to coordinate with Nodal designated Officer in lodging of FIR, legal proceeding etc.
- e. Trained manpower for fire services.
- f. Trained manpower to monitor CCTV footage.

### 3. JOB SPECIFICATIONS

- a. The Security Agency will be responsible for overall security arrangements of the RGIPT Jais Campus Premises / covered in the contract.
- b. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of anykind.
- c. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- d. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized nodal officer from time to time and the security agency will be responsible for their optimum utilization.
- e. The Guards on patrol duty should take care of all the installations which include water taps, valves, water hydrants, halogen lights, Statue etc. installed in the open all over the premises.
- f. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot.
- g. In emergency situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any. Security personnel should be sensitized for their role in such situations.
- h. The Security Guards shall assist the visitors in reaching their desired department/locations.
- i. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- J. Any other duties/responsibilities assigned by the competent authority / Administration may be incorporated in the agreement. The same shall also be binding on the contractor.

#### **4. ELIGIBILITY CRITERIA**

- a. The bidder should be either registered as Proprietary firm, Partnership firm, Limited Company or a corporate body legally constituted.
- b. A minimum 5 years' experience, especially in providing security services on monthly basis 24x7 with any Government bodies , out of which minimum 2 years' experience in providing security services in Educational Institutions like IITs, IIMs, IISERs, NISERs, NITs, NIFTs, AIIMS, Central Universities or PSUs etc.
- c. The firm should have an average Annual Turnover not less than Rs. 50 lakhs per annum during last 3 consecutive years as per the audited statement of accounts ONLY FROM PROVIDING SECURITY SERVICES.
- d. The firm should submit ITR return for last 3 years i.e for fiscal year 2016-17, 2017-18 and 2018-19.
- e. Any Government or private bodies should not have blacklisted the contractor.
- f. The Service Provider should be duly registered with the relevant authorities for PAN, GST, Security License, EPF, ESI, Labour License, etc. and have its own Bank Account.
- g. All terms & conditions of tender are acceptable to the bidder.
- h. Must have a valid license for security services as stipulated under the Private Security Agencies (Regulation) Act, 2005 and as amended/ revised for the past five years. The Security Guards deployed by the agency should satisfy the eligibility conditions stipulated under the said Act and should have been properly trained under a supervisor.
- i. An Earnest Money Deposit (EMD) of Rs. 1.80 Lakhs (Rupees One Lakh and Eighty Thousand only) will be deposited online in Institute's Bank Account and UTR No. will be provided with Tender to verify the payment. Bidder registered with NSCI or MSME registered vendor shall be exempted from EMD.
- j. Have the capability to provide vehicles and licensed radio/wireless equipment for communication WITHIN THE CAMPUS.
- k. Bidders will be required to quote their rate in commensurate with market and that should be sustainable for 02 years.
- l. In case more than one L1 bidder (price bid), the agency with higher experience/ high turnover will be awarded.

#### **5. EVALUATION OF TENDERS**

- a. The committee constituted by the competent authority of RGIPT, Jais shall evaluate the Technical Bids with reference to technical requirements and various other commercial criteria given in the Tender Document. All eligibility conditions have to be satisfied on the date of submission of bid and not later.
- b. The bid of the bidders who submit their bid in the proper format and with the required EMD will be evaluated. The bids of the non-conforming bidders shall be rejected without further evaluation.
- c. Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.
- d. RGIPT, Jais may seek such clarification/information/document as may be required for it to satisfy the eligibility of the bidders. Failure on the part of the bidder to submit such information within the stipulated time may entail cancellation of the bid of such bidder.
- e. The Technically qualified bids shall be further considered for opening and evaluation of financial bids.
- f. The Tenderer quoting the lowest bid amount for the services defined in the Scope of work shall be considered for award of contract. However, it shall not be binding to give the contract to lowest bidder.

## 6. REJECTION OF THE TENDERS

1. The Director, RGIPT at his sole discretion shall reserve the right to reject or cancel any or all tenders in any of the cases as mentioned hereunder:
  - (a) Registration number and Certificate of Agency/Firm Incorporation / PAN
  - (b) GST Registration No
  - (c) E.P.F. Registration No
  - (d) E.S.I. Registration No
  - (e) A certificate stating that service provider has not defaulted from the payment of statutory dues like EPF/ESI/ GST and Income Tax etc.
  - (f) Financial worthiness and competence to be substantiated through Income Tax Returns/ PAN/EPF Registration/Audited Annual Report.
  - (g) Audited Balance Sheet and Profit & Loss A/c. for the last 5 years along with audit report.
  - (h) Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/ PSUs /Private Sector at any point of time.
  - (i) The agency/firm should have in business of security services from last five years and have served reputed government as well private organizations.
  - (j) List of similar assignments and number of security guards provided to Central Government Departments/ State Government/ Statutory bodies/ Autonomous bodies/ PSUs /Private Sector during the last five years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central/ State Government/ Statutory bodies/ PSU/ Private Sector.
  - (k) Firm(s) registered with NSIC/MSME will be exempted from EMD submission. However, firm would be required to submit documentary evidence/ certificate to claim exemption.
  - (l) If the firm has failed to deposit EMD amount & Tender Document Fee
  - (m) If a firm quotes 'Nil' service charge or 0% (zero percent) service charge
  - (n) If the requisite Earnest Money Deposit in the manner does not support the tender provided there in.
  - (o) If the tender is not duly signed, or not found proper or complete to the satisfaction of RGIPT in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
  - (p) If the eligibility condition is not met and/or if documents prescribed to establish the eligibility is not submitted while submitting the bid.
  - (q) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
  - (r) Tenderer Quoting less than 4% Service Charge, will not be considered & will be rejected.**

## 7. PERFORMANCE SECURITY DEPOSIT AND AWARD OF CONTRACT

- a. Successful contractor shall deposit an amount equivalent to 1-month bill as Performance Security Guarantee/ Security Deposit within 15 days of award of contract. No interest shall be paid on this amount. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- b. The Performance Security Guarantee/ Security Deposit may be in the form of Account Payee or Fixed Deposit Receipt from any scheduled or nationalized bank, drawn in favour of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, Jais, Amethi and should be valid for the period of entire contract period.
- c. The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs. 100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

- d. If the successful Tenderer fails to execute the agreement and / or to deposit the required security

deposit within the specified time or withdraw his tender, after the intimation of acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority.

8. **Payment Terms:** The standard terms of payment are within 30 days from the date of submission of bills in triplicate along with work completion certificate certified by the competent authority in RGIPT. The contractor shall raise the bill only after releasing the salary of outsourced security staff and thereafter reimbursement shall be made through Cheque/ RTGS. The payment shall be made on conclusion of the calendar month only based on duties performed by each person during the month and payments made to staff towards their salaries, PF, ESI and other statutory obligations.
9. **Payment of salary by Service Provider:** The Service Provider shall ensure that the salary to the persons so employed is made by 7<sup>th</sup> day of the succeeding month through ONLY bank transfer.
10. The Employee Provident Fund (EPF) and Employee State Insurance (ESI) contribution in respect of all employees shall be reimbursable basis on production of challan/receipt copy along with the monthly bill.
11. **Income Tax:** The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by RGIPT.
12. **Termination of the Contract:** In case of any material violation of any of the terms and conditions by the Service Provider, the RGIPT reserves its right to unilaterally terminate the contract. In case of any dispute, the decision of the Competent Authority in the RGIPT will be final and binding.

### **13. EMPLOYABILITY OF SECURITY PERSONNEL**

- a. The Security Agency should be in a position to deploy female guards as and when required by the Institute.
- b. The Security Agency shall have proper standards and procedures for recruitment of guards and supervisors. The Security Agency shall not employ any personnel belonging to the area within a radius of 100 kms from the Institute. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
- c. The security guards of the Security Agency shall be of good character and of sound health and shall not be less than 23 years of age. The upper age limit shall be 45 years and no more in case of Security Guards while in case of Supervisors, it shall not exceed 50 years. Every personnel, other than Supervisors deputed by the Security Agency shall be at least matriculate and atleast graduate in case of Security Supervisors. Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.
- d. Every security guards shall have minimum 2 years' experience and those of Supervisors deputed by the Security Agency shall have minimum 5 years' experience in the ibid field.
- e. The Security Agency shall ensure that before deputing the security staff, they have verified the antecedents of all their staff and shall provide to the Institute a complete Dozier of particulars of each security personnel proposed to be deployed along-with the records of police verification, in original. Non- compliance with this provision will be deemed to be violation of the contract and shall render the security agency for penal action against it.
- f. The security persons deployed by the agency should be properly trained, have requisite experience and having the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/equipment.
- g. The agency shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency shall be fully responsible for the conduct of his staff.



#### **14. DRESS, DEPARTMENT AND DISCIPLINE OF SECURITY PERSONNEL**

- a. The Security Agency shall have a properly designed uniform. The Institute reserves the right to suggest modification in the uniform as it may deem fit, for the proper appearance and turnout of the guards. The name and logo of the security agency will be used only on the uniform.
- b. The Security guards must be smart and properly turned out with boots/shoes, belt, caps, badge, whistle etc., and carry an identity card incorporating therein the particulars as directed by the Institute from time to time and must be duly attested by the Executive of Security Agency and countersigned by the Security officer of the Institute. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.
- c. The Security Agency shall provide proper uniform (shoes, caps, canes / stick etc.) entirely at its own cost and expense to every personnel deployed by them in the Institute Campus and in no case, any deduction or charge from the personnel employed, shall be effected. If any instance otherwise defying this provision, comes to the knowledge or notice of the Institute, the security agency shall be liable for adequate penal action including imposition of penal points in this regard.
- d. Security Agency shall supply standard uniforms with name-plates/name- tags to the persons engaged on duty. The Institute shall not allow any employee of the Security Agency to work inside the Institute without the uniform. If the uniforms are worn out during the period of contract, it shall be the responsibility of the Security Agency to supply another uniform free of cost to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the Institute. The Security Agency shall get the identity card of each employee attested from the Security Officer of the Institute. The Institute shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would entirely be the responsibility of the Security Agency to supply such minor equipment necessary for discharge of duty.
- e. The personnel deployed by the Security Agency in the Institute shall immediately be removed from his duties at the Institute if the Institute on administrative grounds considers such removal necessary. The Security Agency shall also immediately remove any personnel who is found not to be discharging his duties properly or is of doubtful character and after due approval of the Security Officer of the Institute, shall replace him with adequate substitute personnel either on its own motion or on Institute's demand. In case of removal of such personnel and the Institute shall be absolutely immune from any claim, whatsoever, in this regard.
- f. If the Institute incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bills of Security Agency.
- g. The Security staff employed by the Security Agency shall under no circumstances join any union of the Institute nor shall they make any claim for service or other matters. They shall also not form any union associated with the institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute.
- h. The Security Agency shall be responsible for the good conduct and behavior of its security guards. If any security guard of the Security Agency is found misbehaving with the Faculty, employees, students or residents of the Institute, the Security Agency shall immediately at their own risk and responsibility, remove/withdraw such employee from the campus of the Institute. The Security Agency and its personnel shall be bound to comply with the instructions, if any given by the Institute Security Committee, Security Officer of the Institute. The security agency shall accordingly issue necessary instructions to its personnel in this regard.
- i. None of the employees of the Security Agency shall enter into any kind of private work within the campus of the Institute. Non- compliance of this provision shall be deemed to be violation of the contract, inviting penal action.

## 15. DEPLOYMENT AND SUPERVISION

- a. Employees of the Security Agency shall not work for more than 26 days in a month.
- b. The Security services shall have to be rendered in three Shifts, each shift being of 08 (eight) hours. However no Security Guard/Supervisor shall be allowed to perform continuous duty beyond one shift. The security agency shall have the discretion to rotate the duty of security personnel from one shift to another as per the requirement.
- c. The security personnel shall remain on duty for 08 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. If it is found that the security personnel have deserted their place of duty/duty point by without having been properly relieved, the same will attract penalty points.
- d. At no time, shall there be more than 10% of the security manpower on leave or absent from the Institute duty. In case of long-term absence due to sickness, leave etc., the security Agency shall ensure replacement and manning of all security posts by overtime without any additional liabilities to the Institute. In addition, no supervising field staff or the guards shall be removed from Institute duty without seeking prior consent of the Security Officer or any person authorized by the Director in this behalf. Breach of this clause will attract penalty points.
- e. 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 Security Committee (ISC) or any other representative appointed by the Director for the purpose. The decisions of the ISC shall be binding on the Security Agency.
- f. The Security Agency shall have a regular system of training the Guards before deploying them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.
- g. The Security Agency shall have a proper system of checking the guards on duty especially during night. Records of the same shall be effectively maintained and shortcomings, if any, shall be immediately rectified.
- h. The Security Agency shall at their own expense, and to the satisfaction of the Institute, undertake, a continual updating of the skill, processes and procedures followed by the Security staff employed in the security of the Institute, by organizing suitable training programs for them on routine basis. This training program may be included in their duty, like two hours in a week or so. It may include various aspects of security of a vital installation, expected major threats, and the measures to curtail such threats, use of security equipment, and use of fire alarms etc.
- i. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Faculty/Staff/Students/Visitors and should project an image of utmost discipline. The agency shall have right to have any person moved in case of staff complaints or as decided by representative of RGIPT Jais if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
- j. The contractor will require submitting of medical report and police verification of the newly deployed employees within 10 days of their joining. The contractor shall issue ID Cards to all its workers and intimate accordingly to Institute.
- k. The contractor shall have to make his own arrangements for the accommodation of its security staff.

**PART- II**  
**GENERAL CONDITIONS OF CONTRACT**

1. The contract shall tentatively commence from 01.07.2020 and will continue for two years unless it is curtailed or terminated by RGIPT Jais owing to deficiency of service, sub-standard quality of Security deployed, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of RGIPT Jais or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub- contract its rights and liabilities under this contract to any other agency without the prior written consent of RGIPT Jais.
3. RGIPT Jais, at present, has requirement of 39 Nos. of Security Guards (male and female) and 01 Security Supervisor. The requirement of RGIPT Jais may further increase or decrease marginally, during the period of initial contract also and the successful bidder, awarded the contract, would have to provide additional Security staff, if required on the same terms and conditions.
4. RGIPT Jais reserves right to terminate the contract during initial period also after giving a three months notice to the selected Security Service Provider.
5. The security personnel deployed shall be the employees of the security agency at all times and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc.
6. The agency at all times should indemnify RGIPT Jais against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 2005, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the state government, shall be ensured all the time.
7. The books of accounts regarding attendance, acquaintance, wages paid, PF Accounts etc. are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for non-compliance.
8. The security guards employed by the contractor shall not act in any way detrimental to the interest of the Institute. They shall not be employees of the Institute and shall not have any claim whatsoever on the Institute.
9. The Contractor shall be solely responsible either for any injury, damage, accident to the security staff employed by them or for any loss or damage to the equipment/ property in the areas of work as a result of negligence/carelessness of its staff. The contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, GST and other applicable taxes Works contract etc. and shall keep the Institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour.
10. The security staff shall have to follow the security as well as firefighting regulations as directed by competent authority of the Institute.
11. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workers including safety regulations.
12. The contractor will be exclusively responsible to meet and comply with all legal requirements.
13. The contractor will be solely responsible for the payment of any and all existing taxes of the State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
14. The contractor shall fully comply with all applicable laws, and regulations relating to State Govt Minimum Wages Act, P.F. Act, ESI Act, GST, Bonus Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, and/or such other Acts or Laws. The contractor will pay all the time, revised minimum wages to their workers as per Central Wage Rates.
15. The contractor shall be responsible and liable for all the claims of his staff.

16. The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Assistant Labour Commissioner and Security License and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said licenses. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
17. The contractor shall obtain adequate insurance policy in respect of his workers engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
18. The contractor shall keep the Institute indemnified from and against all personal and third party, misconduct claims whatsoever arising out of any commission or omission by contractor or his employees, or representative as the case may be.
19. The payment shall be made on monthly basis on satisfactory completion of assigned job. The bill should be submitted on 7th of succeeding month and payment will be made within 30 days after certification by Chairman- Institute Security Committee.
20. All bidder shall deposit an Earnest Money Deposit (EMD) of Rs. 1.80 Lakhs, drawn in the favour of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, Jais, Amethi, UP and receipt of such must be enclosed along with the Tender. Tenders submitted without EMD will not be considered. The EMD of the unsuccessful bidders will be refunded without any interest after the award of the contract to the successful bidder. The EMD of the bidder is liable to be forfeited if the bidder prematurely withdraws his bid or the successful bidder fails to take up the job or fails to deposit the initial security deposit.
21. Successful contractor shall deposit an amount equivalent to 1-month bill as Performance Security Guarantee/ Security Deposit within 15 days of award of contract. No interest shall be paid on this amount. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
22. The Performance Security Guarantee/ Security Deposit may be in the form of Account Payee or Fixed Deposit Receipt from any scheduled or nationalized bank, drawn in favour of Rajiv Gandhi Institute of Petroleum Technology (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, Jais, Amethi and should be valid for the period of entire contract period.
23. If the contractor fails to carry out the entrusted job and related miscellaneous works within the stipulated time and as per the scope of work and specification, in such situation, RGIPT reserves right to impose penalty as decided by Institute Security Committee and will have the right to get the work done through other agency.
24. All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
25. The contractor shall give vacant possession of the facilities/ premises made available to the contractor by RGIPT and return all furniture, fixture, equipment and other items made available by RGIPT in good condition after the contractual period is over or if the contract is earlier terminated.
26. The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do so with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
27. The scope of work given is approximate only and may vary in actual course of execution. The contractor is therefore, advised to quote very carefully. No claim for the compensation from the contractor shall be entertained due to any variation.
28. Either party may terminate the contract by giving three-months notice. In case of any discrepancy (in terms of laicity of security staff) or any case of negligence, appropriate punitive action shall be taken and the Institute Security Committee will be fully empowered to impose penalty on contractor.
29. The successful Bidder shall be required to execute a Contract Agreement with RGIPT on the non- judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder.
30. Institute reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

31. The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Discipline and Decency at and around the work site, Safety Precautions and Safety Regulations.
32. In the event of any question, dispute or difference arising under this Agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to an arbitrator appointed by the Director, RGIPT. In such cases, the decision of the Arbitrator will be final and binding on both parties of this agreement.
33. It is agreed and declared by and between the parties hereto that the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Amethi/ Rae Bareli alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India, so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Amethi.
34. The Institute reserves the right to visit the sites managed by the contractor to evaluate its competency level during any stage of the tendering process. The report submitted by the inspecting committee will be considered for finalizing the successful bidder.
35. The contractor shall have to mobilize his resources to commence the work within 15 (fifteen) days from the date of award of contract.

## PART-III

### SUBMISSION OF TENDER

1. All bidders should submit **ONLINE** Tender under “Two Part Bids” system along with an EMD of Rs. 1.80 Lakhs (Rs One Lakh and Eighty thousand Only). EMD should be paid online and payment details i.e. UTR/ Transaction Id, Date of payment and Bank name should be provided.
2. The offer should be valid for a period of at least 90 days from the date of the tender opening. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED” and EMD shall be forfeited without any reference to the bidder.
3. Opening of Technical Bids: The Technical Bids will be opened on Monday, 15-06-2020 at RGIPT Administrative Block, Jais, Amethi. Tenders will be short-listed for Price Bid round only on the basis of information provided in Technical Bid.
4. RGIPT reserves right to withdraw tender after floating it or cancel the entire tendering process without assigning any reason whatsoever at any stage. In addition, Institute reserves the right to select or reject any bid without assigning any reason thereof.
5. RGIPT reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Director, Rajiv Gandhi Institute of Petroleum Technology shall be final and binding on tenderers.
6. Where counter terms and conditions, printed or cyclostyled conditions have been offered by the Contractor, the same shall not be accepted by the Institute, unless a specific written acceptance thereof is obtained.
7. All expenses in preparation and submission of bids and visits to the office or any place in connection with the preparation of the Bid shall be borne by the Bidder. RGIPT in no case shall be responsible or liable for these costs regardless of the outcome of the bidding process.
8. Bidders will be required to fill all columns of Technical Bid and upload the same on portal.
9. Price for security services shall be provided **ONLY IN PRICE BID FORM and shall be uploaded online after affixing Digital Signature.**
10. The bidder should quote firm prices/ rates taking into account of all taxes and other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed.

**राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान (आरजीआईपीटी)**  
**Rajiv Gandhi Institute of Petroleum Technology (RGIPT)**

**Tender Ref: RGIPT/Jais/Security/01/2020**

| <b>S. No.</b> | <b>Particulars</b>                                       | <b>Information to be provided by Bidder</b> |
|---------------|--|---|
| 1             | Name of the Bidding's Firm                               |   |
| 2             | Registration No. of the Firm                             |   |
| 3             | Date of incorporation of the Firm                        |   |
| 4             | State Firm is Partnership/ Proprietorship/ Joint Venture |   |
| 5             | Registered Office of the firm with complete address      |   |
| 6             | Name & Designation of contact person                     |   |
| 7             | Mobile No. of contact Person                             |   |
| 8             | e-mail Id of contact person                              |   |
| 9             | PAN of the Firm  |   |
| 10            | GST No.  |   |
| 11            | EPF Registration Number                                  |   |
| 12            | ESI Registration Number                                  |   |
| 13            | Name of the Banker                                       |   |
| 14            | Bank A/c No.   |   |
| 15            | Annual Turnover in FY 2018-19                            |   |
| 16            | Profit in FY 2018-19                                     |   |
| 17            | Annual Turnover in FY 2017-18                            |   |

|    |   |  |
|----|---|--|
| 18 | Profit in FY 2017-18  |  |
| 19 | Annual Turnover in FY 2016-17   |  |
| 20 | Profit in FY 2016-17)   |  |
| 21 | <b>Income Tax Return (ITR)</b>  |  |
| 22 | FY 2018-19  |  |
| 23 | FY 2017-18  |  |
| 24 | FY 2016-17  |  |
| 25 | Whether the firm has been blacklisted/<br>debarred by any Government or Private body<br>at any point of time. (YES / NO). |  |
| 26 | If YES, then give reason  |  |
| 27 | Whether all Terms & Conditions of Tender is<br>acceptable to the firm. (YES / NO).  |  |
| 28 | Whether Earnest Money Deposit (EMD) of Rs.<br>4.00 Lakh has been deposited in RGIPT<br>Account (YES / NO)                 |  |
| 29 | Whether the Bidder is registered with NSIC/<br>MSME (YES / NO).   |  |
| 30 | If YES, then NSIC Registration No/ Exemption<br>Certificate   |  |
| 31 | Validity of NSIC Registration (Date)  |  |
| 32 | If NO, then UTR No/ Transaction ID & Date of<br>payment   |  |
| 33 | Account No. from which Payment has been<br>made and Name of the bank  |  |
| 34 | Date of payment   |  |



**PRICE BID FORMAT**

**Chairman, Internal Security Committee  
Rajiv Gandhi Institute of Petroleum Technology,  
Jais, Amethi-229304 (U.P)**

**Date:.....**

Dear Sir/Madam,

Ref: Tender for Selection of Security Services Provider for RGIPT JAIS

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

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

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

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

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

Dated this                      Day of              2020

(Signature) (In the capacity of)

Duly authorized to sign the bid response for and behalf of: (Name and Address of Company)

(Seal/Stamp of bidder) Witness Signature: Witness Name:

Witness Address:

**FINANCIAL/PRICE BID (Security Services- 2020)**

**Name of the Firm/Agency:** -----

| <b>S. No.</b> | <b>Overheads</b>   | <b>Amount</b>   |
|---------------|--|---|
| 1             | Security Guards salary   | As per State Govt Minimum wage rates <b>(Don't write anything in this column)</b> |
| 2             | EPF and ESI contribution                                       | As per EPF Act and ESIC Act <b>(Don't write anything in this column)</b>          |
| 3             | Bonus, Uniform Outfit Allowance and National holiday (03 days) | As per State Govt Minimum wage rates <b>(Don't write anything in this column)</b> |
| 4             | Service Charge (Quote service charge in percentage % only)     |   |
| 5             | GST or any other applicable tax rate                           |   |

**Note:** Refer GFR 173 (i) (h) - If a firm quotes NIL charges/ consideration, the bid shall be treated as unresponsive and will not be considered.

**Declaration**

I ..... (Name & Designation) s/o ..... resident of .....do hereby declare as under:

1. That I am the authorized person to sign this tender form under a resolution no ..... dated .....  
*(The same is attached herewith).*
2. That the bidder has read & understood all terms & conditions and the same are acceptable to us.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the bidder shall submit any evidence or document as requested by RGIPT.
5. That the bidder undertakes to render RGIPT, Jais, Amethi free from all and any kind of liability and consequences resulting out of this present agreement.

Date: -----

Signature of authorized person:

Place-----

Name:-----

Designation:-----

Seal:

**SELF-DECLARATION – NO BLACKLISTING**

**Chairman, Internal Security Committee  
Rajiv Gandhi Institute of Petroleum Technology  
Jais, Amethi-229304 (U.P.)**

**Date:.....**

Dear Sir/Madam,

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

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

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

Thanking you,

Place:                      Signatures \_\_\_\_\_ Date: Name \_\_\_\_\_

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