

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

**Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road PO: Chheharta, G.T. Road**

Amritsar-143105

Phone Number- 0183-2254538



**IIM
AMRITSAR**

TENDER DOCUMENT

FOR PROVIDING

SECURITY SERVICES

INDEX

Sr. No.	Description	Page no.
1	Notice	3
2	Introduction a. Nature and scope of work	4-6
3	Service Equipment	6
4	Manpower Requirements	6
5	Qualification & Experience	6-7
6	Working condition	7
7	Staff discipline	7-8
8	Working hours	8
9	Eligibility criteria	8-9
10	Statutory requirements	9
11	Special conditions	9-11
12	Processing of tender a. Technical evaluation b. Financial evaluation	11-12
13	Instruction for submission of the tender	12-13
14	Form – A	14
15	Form -B	15
16	Form - C	16
17	Performance report	17
18	Form – E	18
19	Form – E 1	19
20	Form –E2	20
21	Letter of transmittal	21
22	Financial Bid form	22

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Nature of work	To provide security services for Transit Campus, leased office premises, Hostels Blessing city and Director's cordon of IIM Amritsar at Punjab Institute of Technology Inside Government Polytechnic Compound Campus.
Earnest money Deposit (EMD)	Rs. 50,000/-
Period	12 months
Cost of Tender Schedule	Rs. 1120/-(Rs 1000/ + GST) has to be paid through a Demand Draft in favour of IIM Amritsar. The DD has to be attached with the application form without which the bid would not be considered valid.
Last Date and Time for Receiving Tender documents	20-March-2020, up to 3:00 PM
Date and Time of Opening	20-March-2020 at 4.00 PM
Mode of submission of Tender	Speed post / Registered Post. Hand delivery – during Office hours only (submitted to commercial section of IIM @ Administration office).
Tender Document	The tender document can be downloaded from the IIM website: iimamritsar.ac.in
Financial Bid (Envelope -3)	Will be intimated later to the Qualified Contractors / Agency

Note: - EMD submitted by the successful bidder will be retained by the Institute as Security Deposit and the same will be refunded to the successful bidder, only on completion/ termination of the contract after making required deductions, if any.

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Indian Institute of Management Amritsar invites sealed tenders in two bid system (EMD & Tender Document cost, Technical Bid and Financial Bid) from Security Service providers having valid PSARA State/Pan India License who have at least 5 years of experience in providing security service to Central/State Govt. /educational institutions, public buildings, hotels and factories, on or before 20-March-2020 (upto 1500hrs).

1. Introduction

IIM Amritsar started its first batch of Post Graduate Program (PGP) in Management from August, 2015. IIM Amritsar is currently located within the transit campus of Government Polytechnic, Amritsar till it moves to its own campus (of approx.61 acres) later in 2022.

The premises for which security service is required are (1) Transit Campus (2) Hostels (3) New leased building (4) Director's Cordon. There could be an additional requirements, which shall be met as per Govt. rates / tender norms.

This tender/ contract could be extended by another one year (or part thereof in addition) or to the date of shifting to permanent premises with the same terms & condition.

1.1. Transit Campus:

The transit campus comprises of Administrative Office, Faculty Offices, Library and Classrooms. Total area=1610 sq.m plus surrounding open space and garden area of around 300 Sq. M.

2. Nature and Scope of Work

2.1. Manning the transit campus, Hostels and surrounding areas of these locations including garden are around the clock (24x7hoursaweek)by regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the premises wherever necessary.

2.2. All the areas mentioned in 2.1 above are considered sensitive.

General Guidelines

2.3. The security team should be Vigilant, diligent cooperative, helpful and should create a sense of comfort for the Faculty and Staff members and visitors. They should conduct themselves in a professional manner while on duty.

2.4. Preventing unauthorized carrying in and out of any materials from the campus.

2.5. Maintaining log book of events noticed or un-authorized materials found in possession while frisking of persons and vehicles of Facility management service providers and other persons notified by the CAO/ Admin team at IIM Amritsar ensuring incoming / outgoing materials have been authorized by authorized signatory and have gate pass. Otherwise materials are neither allowed inside nor allowed to go out.

2.6. Maintenance of copy of all gate passes of material movements in appropriate files.

2.7. Admittance of personnel other than IIM Amritsar faculty and staff members and outsourced employees inside the building shall be at the discretion of the authorized officials of IIM Amritsar. The security officer / guard should ascertain the authorization of visitors, vendors and customer's etc. by telephonically calling the IIM officials for authorization for their entry.

2.8. Upon authorization, the security guard will request the above mentioned visit or to write his/her name with contact particulars and full address in the "Visitors Book".

2.9. Excepting vehicles of the Institute and that of faculty and staff members, all vehicles coming to campus shall be entered in the book.

2.10. Vehicle speed inside the campus is restricted to 15km/hr. Disciplinary action, in the form of not being allowed in the building there after, shall be taken against vehicles/drivers exceeding the speed limit.

2.11. Gate protocols for visiting dignitaries such as Govt. officials, distinguished guests of IIM Amritsar etc. shall be done with liaison officer as designated by the concerned representative.

2.12. Issuance of access card to the office complex after office hours and on holidays, at special request from IIM Amritsar officials, shall be done after capturing full particulars.

2.13. Round the clock (24x7 hours a week) monitoring of the Institute's areas specified in Para 2.1 above and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual move or image noticed during monitoring and other related actions.

2.14. Maximum use of ex-Servicemen, ex-CPMF be made, who should be conversant in English, Punjabi, Hindi.

2.15. IMPERMISSIBLE: -

Drugs & Liquor are strictly prohibited inside the campus. The entire campus is declared as "Smoking free zone". Strict disciplinary action will be initiated against offenders. The security personnel on duty should keep strict vigilance on that.

2.16. Reporting on malfunctions of IIM Amritsar assets, short falls noticed in facility management services or notice of untoward incidents to the officer-in-charge or the designated Helpdesk.

2.17. Answering all queries from visitors and telephone enquiries, especially during holidays.

2.18. Manning the vehicles parking area and safe guarding vehicles parked.

2.19. Managing fire-fighting equipment in an emergency during office and non-office hours.

2.20. Maintenance of complaint logbook.

2.21. Switching off the lights/ fans in unoccupied areas.

2.22. Frequent patrolling of the transit campus and Boys Hostel, especially during night times.

- 2.23. Safe guarding the assets of the Institute in the transit campus and hostels.
- 2.24. Maintaining instructions register with details. The security guard on duty should, without fail, see this register and carry out instructions.
- 2.25. Stopping/monitoring of animals entering into campus, and hostels.
- 2.26. Provide timely and usable inputs to the Institute administration.
- 2.27. Assist the Institute in maintenance of day to day discipline and smooth functioning of various activities.
- 2.28. Using available electronic surveillance to the best.

3. Service Equipment

The contractor should provide sufficient number of the following basic equipment required for the security staff deployed:

- 3.1. Batons and whistle (one number for each security staff).
- 3.2. Hand held search light/torch (one number for each security staff while on night duty).
- 3.3. Under-chassis inspection mirror—sufficient numbers.
- 3.4. Metal detectors – sufficient numbers
- 3.5. First Aid Kit – three sets
- 3.6. Heated vest / Jacket as per season
- 3.7. Appropriate uniform

4. Manpower requirements

Location	No. of Security Guards	No. of Security Supervisor
Transit Campus :		
a) Administrative Block	6	
b) Hostel	8	
c) New leased building	3	
d) Director's cordon	3	
Total Requirement of Security Personnel	20	
Supervision *		1
Grand Total		21

Note: - The security supervisor should take care of frequent campus patrolling duty as well as surprise checking also. Additional requirement would be indicated separately and should be offered time to time on same /pro rata basis (at Govt. wage rates).

5. Qualifications & Experience required for security staff

The personnel to be deployed by the bidder should meet the following requirements:

- 5.1. Should have passed at least Secondary School or equivalent exam.
- 5.2. Should be between 25-45 years of age for security guard and above 45 years only for supervisor.
- 5.3. Should have at least 5 years "experience of the job in some vital institution/ Defenced / CPMF.
- 5.4. Should be medically fit for the job.
- 5.5. Should have good working knowledge in handling of fire-fighting equipment with reasonable training and in basic operations of computer and electronic surveillance gadgets.
- 5.6. Should have good character.
- 5.7. Should have been in the employment roll of the bidder for a minimum of one year before their deployment to the IIM Amritsar site. Proof towards this to be attached.
- 5.8. Should be able to read, write and speak in Hindi / English/Punjabi.
- 5.9. Should be smartly dressed (Uniform as approved by the IIM Amritsar).
- 5.10. Should have under gone training in self-defence and to attack, disarm, disable and capture any intruder.
- 5.11. Should have reasonable power of command.

6. Working conditions

- 6.1. The Security Service is required to be carried out on all the days of month round the clock (24 hours x 7 days a week). The company is to provide spare manpower for availing leaves / holidays as per Govt. rates.
- 6.2. Sufficient manpower is required to be provided to all areas of the Institute.
- 6.3. Strict discipline must be observed by the security personnel.
- 6.4. The security personnel put in duty must be provided with proper and full uniform to distinguish them from other staff.
- 6.5. The security personnel must be provided with identity card with the Institute's approval.
- 6.6. The supervisor under whom the security personnel work shall have to report daily to the concerned official of the Institute and take instructions.
- 6.7. The security personnel must be given one paid weekly off if he/she continuously works for six days in a week. Except for eligible weekly off days and 3 national holidays no payment will be made for non-working days. Proportionate deduction will be made if any item of work is not carried out on any day due to any reason.
- 6.8. The payment will be made after deducting necessary recoveries like Income Tax etc.
- 6.9. The company is to ensure its compliance to all Govt. norms like EPF, ESIC, bonus, Workman Act, Labour laws etc.

7. Staff Discipline

- 7.1. Should be strictly in full security uniform with cap, shoes with socks, belt, security badge, name badge etc.
- 7.2. When the duty is over, should continue on duty in the duty place with full uniform till the next security guard comes in full uniform and takes charge. Any delay in next guard closing up should be informed to Security Supervisor.
- 7.3. Likewise, once taken charge of duty, should not leave the duty place except on an emergency, for which necessary permission should be obtained from the concerned official of IIM Amritsar. In that case, alternate security guard should be posted till the security guard who goes on emergency returns back or till the security guard of next duty takes charge, whichever is early.
- 7.4. Should possess torch while on night duty and not sleep during duty including night duty.
- 7.5. Should not consume drugs & liquor nor come to duty with the influence of drugs liquor and not smoke during duty.

7.6. Should not chit chat with any known/unknown person(s) during duty or with fellow security personnel on duty or with anybody on phone.

7.7. Non-obedience to any of the above conditions in the part of any security staff member will attract disciplinary action to be taken by the security agency, as recommended by the concerned official of IIM Amritsar. The disciplinary action may be in the form of wage-cut or suspension or dismissal from the job as deemed fit by the concerned official of IIM Amritsar.

7.8. IIM Amritsar reserves the right for change / removal of any person.

8. Working hours security guards

Shift -1 : 06:00 am to 02:00 pm

Shift -2 : 02:00 pm to 10:00 pm

Shift -3 : 10:00 pm to 06:00 am

Note:-

Checking of guards:- The supervisor should be directed to make a proper check of guards on duty in day/ night and proper report to be given to administration in daily basis. He will also be responsible & answerable of all unwanted happening in the area which comes under in your area.

9. Eligibility Criteria

9.1. The contractor should have at least 5years of experience in providing security service to educational institutions, public buildings, hotels and factories.

9.2. Experience in having success fully completed security service contract under taken as follows during the last 5 years from the last date prescribed for submitting the tender:

a. Three similar completed services contract(at least one of them should be for Central/ State Government or Central / State Autonomous Bodies /Public Sector Undertaking) each billing not less than Rs.6 lakhs per year

OR

b. Two similar completed services (at least one of them should be for Central/State Government or Central/State Autonomous Bodies /Public Sector Undertaking) each billing not less that Rs.7.5 lakhs per year

OR

c. One similar completed service which should be Central/State Govt. or Central/State Autonomous Bodies/Public Sector Undertaking) billing not less than Rs. 12 lakhs per year

Note:

- Similar service under this clause means security service carried out to educational institutions, public buildings, hotels and factories.

- Billing of service for this clause shall mean bill for one year of service carried out under single contract.

- The date of starting and completion of the service should be indicated in the completion certificate.

9.3. The contractor should not have incurred any loss in more than two years during the last five years ending 31.3.2020. Copy of audited statements of accounts for the last five financial years should be enclosed.

- 9.4. Should have a solvency of Rs. 5 lacs certified by the bankers of the applicant.
- 9.5. The contractor should fulfill all the statutory requirements as per state / central govt. rules as to implement minimum wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should enclose proof for meeting these requirements.
- 9.6. The contractor should have registered with the following registration authorities by paying necessary fees, wherever required:
- Registrar of Companies
 - Security Service License
 - Income Tax
 - EPF
 - ESI
 - Special registration, if any, for security personnel employed by the contractor.
 - Any other registration which is required as per State/ Central Government rules.

10. Statutory Requirements

10.1. The contractor is responsible for meeting all the statutory requirements as per State/Central Government rules such as implementing of the Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should have proof for meeting these requirements. No additional payment shall be made by the Institute on any account. The Contractor should have registered with the following registration authorities by paying necessary fees, wherever required: -

- Registrar of Companies
- Security Service License
- Income Tax
- EPF
- ESI
- Special registration, if any, for security personnel employed by the contractor.
- Any other registration which is required as per State/ Central Government rules.

10.2. The contractor should produce proof for remittance of PF, ESI in each worker's name every month.

10.3. The contractor should issue ESI card to the security personnel.

10.4. The display board stating all details of the security persons, working time, name of the security supervisor etc. should be kept in the workplace as per the labour act.

10.5. The contractor should have First-Aid box with necessary medicines etc. He should make necessary arrangements including care-taker for taking injured persons to clinic /Hospital in the event of emergencies.

11. Special conditions

11.1. The security service contractor should execute an agreement in the non-judicial stamp-incorporating the various terms and conditions.

11.2. The contractor should make his own arrangements for providing all the service equipment required for the work.

11.3. If the contractor's performance is not satisfactory, the contract shall be terminated by giving one month's notice.

11.4. The contractor shall recoup to the employer the cost of any damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.

11.5. Attendance registers and the salary registers for the persons engaged for security service and other registers required as per acts and rules may be verified by any official of IIM Amritsar assigned for this purpose or other enforcing agencies during their inspection.

11.6. Entire amount of the wages left out after deduction for statutory benefits should be paid in full to the persons engaged.

11.7. The contractor should have office / branch office in Amritsar.

11.8. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The agency would be responsible to make adequate enquiries about the character and antecedents of the person's before proposing their deployment for the purpose. The character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police and such report should be submitted before deployment. Proofs of identity like driving license, election photo identity card, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the IIM Amritsar. The service provider shall withdraw such employees, who are not found suitable by the office for any reasons immediately on receipt of such a request from IIM Amritsar.

11.9. **PENALTY:** - Payment of wages to the security personnel must be made within ten days from receipt of payment for the bill submitted to the Institute. Payment of wages should be made in the presence of concerned official of IIM Amritsar. In the event of non-compliance of this condition, penalty will be imposed on the security agency. The penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.

11.10. PAYMENT TO PERSONNEL :-

- I. A certificate for wages paid to the security personnel must be obtained from the official concerned and produced along with bills.
- II. The contractor should deploy the entire requirement of security guards and security supervisors for each of the duty as stated in Para 4 under "**Manpower requirements**")
- III. The security personnel (security guards, security supervisors etc.) deployed by the security agency are for all-purpose the employees of the security agency only and they cannot claim any of the privileges and benefits of the employees of the Institute. The security personnel shall have no claims directly or indirectly with regard to the employment and service conditions and any other benefits available to the employees of the Institute.

11.11. The security supervisor must be provided with mobile phone and the mobile number must be given to the concerned official of IIM Amritsar. The security supervisor will also take care of frequent patrolling of the transit campus, Hostels, both during day time as well as during night time and also should do surprise checking also.

11.12. REPORT:-

The contractor must submit a report on Monday of every week giving details of the incidents happened during the past 7 days along with a detailed duty allocation chart for the next seven days. If Monday happens to be a holiday to the Institute the report must be submitted on the next working day. The above details should be submitted in duplicate—one copy to the concerned official and another copy to the Nominated Officer.

11.13. The successful contractor will be required to submit a performance security in the form of

a bank guarantee @ 10% of the accepted / agreed value within one month from the date of acceptance.

12. Processing of Tender (Application)

12.1. Applications received within the stipulated deadline containing EMD, cost of tender documents and the tender documents along with all the required enclosures only will be taken for consideration.

12.2. Such of the applicants who satisfy the requirements as stated in (12.1) above will be shortlisted for further consideration based on the eligibility criteria stipulated at clause 9.

12.3. Only the pre-qualified applications will be taken up for evaluation.

12.4. The IIM Amritsar reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

Method of Selection

1. Stage I- Technical Evaluation (Technical bid)
2. Stage II – Financial Evaluation (Financial bid)

13. Technical Evaluation (Technical bid)

13.1. The applicant should have sufficient number of employees (with mix of ex Servicemen/ CPMF amongst civilians) for proper execution of the contract. The applicant should submit a list of his employees stating clearly how they would be involved in this work.

13.2. The applicant should attach self-attested copies of performance certificates by previous client(s) in respect of completed service(s). For ongoing service(s), certificate(s) obtained from the concerned officer of the client(s) in sealed covers should be attached. Minimum 2 yrs experience with Central / State Universities or IIT/ IIM / IISER etc. should be held. One year of experience with IIT/ IIM/IISER / Central universities is preferred.

13.3. The applicant should be financially sound. Copy of audited statements of accounts for the last three financial years should be enclosed.

13.4. The applicant should have satisfied all the statutory requirements.

13.5. The applicant should have PSARA license, State GST No and Supervisor/ Manager at Amritsar (for quick liaison, replacement, augmentation, removal of staff etc.).

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- I. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- II. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

14. Financial Evaluation (Financial Bid)

The Financial Bid (Tender) should be submitted strictly in the prescribed Format– "FINANCIAL BID" given in the last page of this document. Financial bids which are not submitted in the prescribed format will be summarily rejected. The Financial Bid should clearly contain the following details:

- a. Full breakup of Daily wage and other statutory benefits quoted.

- b. Total Monthly Wages for the security personnel mentioned under Para-4 (Manpower requirements) for the security service to be rendered by the security agency.
- c. Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in (b) above.

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives who may be present.

15. Instructions for Submission of the Tender:

Contractors are required to submit the Technical Bid and Financial Bid in the following manner:

- I. Desirous contractors may download prescribed applications from the official website of IIM Amritsar www.iimamritsar.ac.in. Any amendments to this RFP shall be placed on the IIM Amritsar website.
- II. The tenders should be accompanied by two crossed Demand Drafts—one for an amount of Rs.50, 000/- towards Earnest Money Deposit (EMD) and another for Rs.1120/- inclusive of GST towards the Cost of Tender Documents both drawn in favour of IIM Amritsar and payable at. Tender documents received without EMD and Cost of Tender Documents shall be summarily rejected.

Summary of Rejection of bids:

- a. Any bid not accompanied by required EMD.
 - b. Any bid in which rates have not been quoted in accordance with the specified formats / details as specified in the bid document.
 - c. Any bid received without latest attested Income tax clearance certificate (ITCC) copy.
 - d. If any bidder has filled more than one bid.
- III. The Tender should be submitted in three envelopes as detailed below:
- 1) **Envelope-1**—marked as "EMD & Cost of Tender Documents for Security Services at IIM Amritsar"—This envelope shall contain the following:
 - Two demand drafts—one for EMD and another for cost of tender documents as stated in (II) above.
 - 2) **Envelope-2**—marked as "Technical Bid for Security Services at IIM Amritsar"—This envelope shall contain the following:
 - Various details regarding experience, financial standing etc. as detailed in enclosed Forms A to E-2.
 - Letter of Transmittal as attached with the document
 - Self-attested copies of the following:
 - a) Certificate of Incorporation
 - b) Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case maybe, of the Company /Firm /Agency.

- c) Security Service License of the Company/Firm/Agency
- d) PAN/GIR card of the Company/Firm/Agency
- e) EPF Certificate of the Company/Firm/Agency
- f) ESI Certificate of the Company/Firm/Agency
- g) Special registration, if any, for security personnel employed by the contractor.
- h) Any other registration which is required as per State/ Central Government rule.
- i) Experience Certificates, work orders etc.
- j) IT returns filed by the Company/Firm/Agency for the last five financial years
- k) Audited balance sheet and profit & loss account statement of the company/Firm/Agency for the last five financial years.
- l) Tender document duly signed and stamped on all pages. At any point of time original documents may be asked for verification.

(3) Envelope-3—marked as “Financial Bid for Security Services”—This envelope shall contain the Tender (Financial Bid) for the work.

(4) All the three envelopes shall be placed in an envelope written on the envelope as “Tender for Security Services at IIM Amritsar”.

- Director, IIM Amritsar reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
- Completed “Qualification Documents” and Tenders should be submitted to the CAO at the following address on or before 20-03-2020 up to 1500 Hrs.).

Indian Institute of Management, Amritsar
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road
PO: Chheharta,
G.T. Road
Amritsar - 143105
Phone Number 0183- 2254538

Form – A

1. Financial Analysis

Details are to be furnished duly supported by figures in Balance Sheet / Profit and Loss a/c for the last five financial years duly certified by the chartered accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sr. no.	Details	Years ending 31 st March of				
		2015	2016	2017	2018	2019
1.	Gross Annual turnover in security service provided					
2.	Profit (+) / loss(-)					

2. Financial arrangement for carrying out the proposed work

3. Income Tax PAN Details

4. Details of Solvency certificate from Bankers of Applicant

Signature of Applicant(s)

Signature of Chartered Accountant with seal

Form – B
Additional Information for Completed Works

1. Name of work :
2. Location :
3. Client's Name and address :
4. Scope of work :
5. Details of equipment deployed :
6. Details of personnel deployed on the work:
7. Value of work :

Signature of Applicant

Form -C
Additional Information for Works under progress

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work:

7. Value of work :

Signature of Applicant(s)

**Performance Report by the Clients for works referred to in Forms – B & C
(In a sealed envelope)**

1. Name of the work & Location
2. Scope of work
3. Agreement No.
4. Tendered Cost
5. Value of work done
6. Date of Start
7. Date of completion
 - a. Stipulated date of completion
 - b. Actual date of completion
8. Amount of compensation levied
For delayed completion, if any
9. Name and address with telephone no.
Of Officer to whom reference may be made
10. Remarks (indicate whether any show
Cause notice issued or Arbitration initiated
During the progress of work)
11. Performance report based on : Very Good / Good
/ Fair quality of work, time management
and resourcefulness

Executive Engineer / Project Manager /or Equivalent

Form – 'E'

Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
4. Particulars of registration with various Government bodies (attach attested photo-copy) :
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend the security service for a period of more than six months continuously after the security service was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / Blacklisted for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. In which field of Security service, specialization and interest is
11. Any other information considered necessary but not included above

Signature of Applicant (s)

Details of Key Technical and Administrative Personnel Employed by the Firm/Company

[illegible]

Note: Additional information about test sheet



Form- 'E-2'

Details of all contracts completed during the last five years

Name of company: _____

Sr. No.	Name of contract & location	Name of client	Annual cost Of contract	Period of Contract	Supporting document (attach copies of work order & completion certificates)

Note: - Above experience sheet must be supported by authentic certificates from service taking organization.

(Signature of the applicant with office seal)

LETTER OF TRANSMITTAL

Date:

To:

The Director,
Indian Institute of Management, Amritsar
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road, PO: Chheharta, G.T. Road
Amritsar - 143105

Sub: **Security Services for the Transit Campus and Hostels of IIM Amritsar for 12 months**

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate and authorize the Director IIM Kozhikode or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, IIM Amritsar or his representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

FINANCIAL BID

1.	Nature of Security Service	To provide Security Services for Transit Campus , Hostels of IIM Amritsar at PIT Building Inside Government Polytechnic Compound, Amritsar.		
2.	Period of Service	12 months		
3.	No. of Security personnel to Be engaged (including one supervisory staff per shift)	Security Guards	=	
		Supervision *	=	
		Total	=	
4.	a. Wage Per Day Per Person (including statutory benefits with full break-up (Basic & VDA, ESI,EPF, Bonus Gratuity and others) (Minimum wages prescribed by the Minimum Wages Act of the Central Government Should be protected. However, Bidders are at liberty to quote higher than the minimum Wages.)	Detailed wages plus variable dearness allowance (VDA)	Per. Security Guard Rs.	Per Security supervisor Rs.
		Basic Wages plus Variable Dearness Allowance (VDA)		
		Employees Provident Fund (EPF)		
		Employees State Insurance (ESI)		
		Bonus		
		Gratuity		
		Others:		
		Total		
	b. Monthly Wages Per Security Guard and Security Supervisor	Per security guard Rs.	Per security supervisor Rs.	
	c. Total Monthly Wages for 23 Security Personnel (Security Guards & Security Supervisors)	Rs.		
5.	Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in Item 4.c. above for providing Security service	-----%		

I/We hereby undertake that the entire amount of wages left out after deduction for statutory benefits to the security personnel engaged will be paid to them in full.

Date:

NAME & SIGNATURE OF THE CONTRACTOR WITH SEAL