

**TENDER FOR
PROVIDING SECURITY SERVICES ON CONTRACT
FOR IISC, BANGALORE**

Tender No. R (CMC)CSS/2017/01 Dated 18th May 2017

(<http://www.iisc.ac.in/opportunities/tenders/>)



**CAMPUS & SERVICES UNIT
Contract Management Cell
Indian Institute of Science, Bangalore - 560012
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**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
1.	General Definitions	3
2.	Schedule of Events and Other Details	4
3.	Tender Notice	5
4.	General Instruction for Bidders	6
5.	Essential Requirements of the Bidding Agency/ Company/Firm	8
6.	Terms and Conditions	9
7.	Annexure I – Estimated manpower requirement of IISc (including relievers)	16
8.	Annexure II: TECHNICAL BID	17
9.	Annexure III : COMMERCIAL BID	20
10.	Annexure IV: Checklist	21
11.	Annexure V: Illustrations for computing amount of penalty on administrative charges to be imposed on the agency for non-compliance of terms and conditions of the contract	22

GENERAL DEFINITIONS

1. IISc., or Institute means, The Indian Institute of Science, Bangalore
2. “Director” means, The Director of IISc or his authorized representative.
3. “Registrar” means The Registrar of IISc or his authorized representative.
4. ‘Areas’ means areas specified in this tender in general and any other areas specified by the Registrar / Officer-in-charge.
5. Selected agency/service provider means the successful bidder.

INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012

SCHEDULE OF EVENTS & OTHER DETAILS

Schedule A

Tender No. / Date	R (CMC)CSS/2017/01 Dated 18th May 2017
Pre-bid Clarification	29th May 2017 – 3.00 pm
Last date for receipt of bids	16th June 2017 - 3.00 pm
Validity of bid:	90 days from the date of Opening of tenders
Tender Fee	Nil
Earnest Money Deposit	Rs. 2,00,000/- (Rupees Two Lakhs only) In the form of a Demand Draft in favour of THE REGISTRAR, Indian Institute of Science, Bangalore payable at BANGALORE
Date & Time for opening of Technical Bid:	16th June 2017 – 3.30 pm
Place of opening the bids:	Contract Management Cell, Located in Central Lecture Hall Complex, Indian Institute of Science, Bangalore - 560 012
Date & Time for opening of COMMERCIAL Bids	TO BE ANNOUNCED LATER
Contract Commencement Date:	1st August 2017 (Tentative)
Contract Duration:	3 years (Three Years) (renewable annually after performance review)
Performance Security Deposit	10% of the annual contract value
FINANCIAL Turn-over of Bidder	Rs. 3, 00, 00,000/- (Rupees Three Crores) per annum for the last 3 FINANCIAL years.

INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012

TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Commercial Bid in separate covers from reputed, experienced and financially sound Bangalore based registered security agencies for

PROVIDING SECURITY SERVICES ON CONTRACT FOR IISC, BANGALORE

2. The tender document can be downloaded from the web site:
<http://www.iisc.ac.in/opportunities/tenders/>
3. Interested Companies/ Firms/ Agencies may drop the bid document complete in all respects along with Earnest Money Deposit (EMD) and other requisite documents, in the Tender Box kept in the Contract Management Cell, located in Central Lecture Hall Complex, Indian Institute of Science, Bangalore-12, on or before the deadline indicated in Schedule A.

REGISTRAR

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

GENERAL INSTRUCTIONS FOR BIDDERS

1. The bids are invited under **two bid system i.e. Technical Bid and Commercial Bid in separate sealed covers, superscribed respectively as “Technical Bid” and “Commercial Bid” along with the Tender No. as given in Schedule A (page 4).** Both sealed envelopes should be put in another envelope sealed and superscribed as **“Tender for providing Security Services on Contract for IISc, Bangalore”**. The Earnest Money Deposit (EMD) refundable (without interest), should be necessarily accompanied along with the Technical Bid of the agency in the form of Demand Draft from any of the Nationalized / Scheduled bank drawn in favour of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore and valid for a period of 90 days. Bids not accompanied by EMD or without proper validity will be summarily rejected.
2. The successful bidder shall have to deposit in a scheduled/nationalized bank, Performance Security Deposit as specified in the Schedule A (page 4) at the time of award of contract within 15 days of the receipt of the formal Work Order. The performance security deposit will have be furnished in the form of Bank Guarantee/Demand Draft drawn in favor of **The Registrar, Indian Institute of Science, Bangalore** payable at Bangalore. **The bank guarantee should be from a nationalized / scheduled bank only.** The performance security deposit should have 60 days validity beyond the date of completion of all the contractual obligations of the security service provider.
3. The bidder is required to enclose photocopies of the necessary documents as listed in Annexure IV
4. Bids submitted after the due date shall not be accepted under any circumstances whatsoever.
5. Any conditional bid is liable to be rejected.
6. The bidder shall submit the technical & commercial bids as per the format enclosed in Annexure II and III.
7. The Earnest Money will be forfeited if the successful bidder fails to accept the offer.
8. The bidder should include the list of clients where they are providing security services for the past 3 years, along with name, phone / fax number of the contact person / email ID's and if required references for their services may be obtained from them.

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

9. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting / striking is permitted in the Commercial Bid. In such cases, the tender is liable to be rejected.** Over writing / striking if any, in the Technical Bid must be initialed by the person authorized to sign the bid.
10. The envelope containing Technical Bid only shall be opened on the scheduled date & time as given in Schedule A in the presence of representatives of the agencies/companies/ Firms, who wish to be present
11. Technical Bids will be evaluated by a committee. The evaluation includes verifying the financial turn-over, registration certificates, legal, financial, statutory, taxation and other associated compliance of contract conditions. The committee may also evaluate the performance of the agency in any of their existing contracts which may include obtaining references and visits to the sites of the agencies existing contracts. Further, the committee may disqualify any bidder based on oral/written references indicating poor quality of service provided during existing or previous contracts.
12. Commercial bids of only technically qualified bidders will be opened on a date & place (to be notified later) in presence of representatives of technically qualified bidders.
13. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or reject any or all tenders without giving notice or assigning any reason. The decision of the Director of IISc, in this regard shall be final and binding on all.

INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012

ESSENTIAL REQUIREMENTS OF THE BIDDING
AGENCY / COMPANY / FIRM

The bidder should fulfill the following conditions:

1. The bidding Agency /Company / Firm / should be registered with the appropriate registration authorities (Labour Department etc.) at Bangalore.
2. The bidder /Company / Firm / Agency should have
 - a. **at least three years experience in providing security services in any Government/Public Sector undertakings/ Research Organizations/ Reputed Private Sector Companies**
 - b. **at least three running contracts each with more than 50 security guards at single location/site with at least one of them in Karnataka.**
3. The bidder /Company / Firm / Agency should be registered with Income Tax, Service Tax departments, appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
4. The bidder should have Registered Office or Branch Office with full infrastructure in Bangalore.
5. Security agencies registered with PASARA membership are preferred.
6. **The bidder / Company / Firm / Agency should have minimum Three Crores financial turnover in providing security services in the last three years as specified in Schedule A (page 4).**

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

TERMS AND CONDITIONS

General

1. The contract is initially for a period of one year. The contract will be reviewed annually, and may be renewed for a maximum period of three years based on satisfactory performance. The estimated requirement of manpower of different categories is provided in Annexure –I. The requirement of actual manpower may vary according to the need and on review be reduced or enhanced as and when required.
2. The contract may be terminated before the expiry of contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm/ Agency. Further, IISc reserves the right to terminate contract at any time by giving **two months (60 days)** notice to the selected agency.
3. The selected agency shall not transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency.
4. The agency shall obtain and produce license under the The contract Labour (Regulation & abolition Act 1970) from the labour department. The agency shall maintain and if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc.
5. The bidding agency will be bound by the details furnished by them to IISc, while submitting the bid or at subsequent stages. In case, any of such document/s furnished by the agency/firm is found to be false, it would amount to breach of terms of contract and the selected agency is liable for legal action besides termination of contract.
6. The agency shall ensure that the security personnel deployed at IISc conforms to the STANDARDS prescribed in the Tender Document.
7. The selected agency shall furnish the following documents in respect of each security personnel deployed at IISc, before the commencement of contract :
 - i. List of trained security personnel identified/selected by agency for deployment at IISc, with Bio data, proof of date of birth, age, qualification address etc.
 - ii. Character certificate from a Gazetted officer of the Central / State Government.
 - iii. Certificate of verification of antecedents of persons by local police authority (preferably) or at least by the agency.
8. In case, the personnel employed by the successful bidder commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence / security risks, the agency shall take appropriate disciplinary action against such personnel immediately on

being brought to their notice, failing which it would amount to breach of contract and may lead to termination of the contract.

9. The selected agency shall provide identity cards to the personnel deployed at the Institute. The identity card should have photograph of the personnel and personal information such as name, designation, address and identification mark etc. attested by the Security Officer of the Institute.
10. The selected agency shall ensure that any information related to research, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by their personnel deployed at the Institute
11. The selected agency shall ensure proper conduct of its personnel at Institute campus. The personnel should not indulge in consumption of alcohol/ smoking while on duty.
12. The selected agency shall designate/deploy a field officer at its own cost who would regularly interact with officers of the Institute, for better co-ordination, services and optimal utilization of manpower deployed.
13. The selected agency shall immediately provide replacement and ensure that no designated post is left vacant in any shift. If during a month, more than 5% of the designated posts are left vacant due to insufficient deployment of personnel by the agency then Institute will impose a penalty on the administrative charges payable to the agency. The illustrations for computing the amount of penalty to be imposed is provided in Annexure V
14. IISc is not liable at any stage to provide accommodation, transport, food, medical and any other requirement for the personnel deployed at the Institute.
15. Payment of bills will be made to the contractor on a monthly basis as per actual services rendered. The contractor has to submit invoices/bills by the third week of the month following the month of service rendered along with ESI/PF/Service Tax challans, as applicable.
16. The Institute reserves the right to go for multiple contracts for providing contract security services if a single agency is unable to supply the required manpower either at the beginning or during the contract period. The locations/posts will be decided solely by the Institute authority.

CONTRACT-SPECIFIC

1. The manpower employed by the agency shall be required to work in 3 shifts for 7 days in a week with one day staggered weekly off.
2. The personnel deployed shall be required to report for work at specified shift hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift/day the wages for that shift/day shall be deducted.
3. The security personnel deployed should be (a) of age group between 25 and 55years (b) able to check Identity cards and Gate passes. (c) able to speak, read and write in three languages Kannada /Hindi/English. No guard above the age of 55 years will be permitted to be engaged.
4. The security supervisors deployed should have at least three years' experience, with at least matriculation educational qualification, be physically fit and should be able to speak, read & write in Kannada/English/Hindi.
5. All the Security Guards / Supervisors will be screened for their fitness before deployment by the Institute Authority.
6. The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties/shifts may be required according to exigencies, which are to be provided by the agency.
7. Items of equipment, headgears, torches, lathies, uniforms including rain coat, jerseys etc. for efficient discharge of duty by the agency personnel shall be provided by the agency and shall be in good presentable condition.
8. Security personnel deployed at the Institute after duty hours should not stay inside the campus and agency shall make its own arrangements for their stay outside IISc., Transport to and from the Institute will be the responsibility of the security personnel / agency.
9. The selected agency shall arrange to safeguard men & materials and the interest of the Institute at designated places by posting its personnel in such manner and at such points and at such times to assure the Institute that its interests are fully and wholly safe guarded. This includes assisting the Institute in first-aid and fire safety operations as may be deemed necessary.
10. The selected agency shall ensure good behavior, conduct, application and discharge of duty of personnel engaged by them. The personnel of the security agency shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time.
11. The selected agency shall give a notice of 3 months (90 days) before withdrawing their services from the Institute during the contract period.

12. The selected agency shall ensure that the security guards/supervisors deployed at the Institute are not being shared across different organizations.
13. The agency shall ensure that the total number of new security guards/drivers/supervisors deployed at the Institute in a month to replace the personnel who have left the job due to various reasons shall not exceed 15% of the total number of guards/drivers/supervisors required for the month by the Institute. Failure to comply with this would result in imposing penalty on the administrative charges payable to the agency. The table illustrating the extent of penalty to be imposed is provided in Annexure V
14. The agency shall ensure that the guards/supervisor are not deployed beyond the maximum number of (regular) shifts per month as specified in the Labour Law (26/27 shifts in the months having 30/31 days respectively). Failure to comply with this would result in imposing penalty on the administrative charges payable to the agency. The illustrations for computing the amount of penalty to be imposed is provided in Annexure V
15. Absenteeism must not exceed 5% of the total required deployment in the month. For each occurrence of such excess absenteeism in a month the Institute will impose a penalty on the administrative charges payable to the agency. The illustrations for computing the amount of penalty to be imposed is provided in Annexure V
16. The security guards/supervisors deployed by the agency shall ensure that the Institute property is protected from theft/pilferage/damage. After necessary investigations, if proved that the Agency/their personnel are responsible for the incident directly or indirectly, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs. 10,000/- for each such incident.
17. The agency shall not involve in any bribery or other unethical activities with anyone employed at the Institute.
18. If the agency fails to provide services to the satisfaction of the Institute on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the Performance Security Deposit.
- 19. At least 20% of Security Personnel deployed at the Institute should be trained in Fire Fighting Operations and a certificate to this effect should be produced at the time of screening before deployment.**
- 20. The Institute administration has decided to prescribe a minimum percentage of administrative charges to the agencies for providing service. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as not qualified and their commercial bid will be rejected.**

LEGAL

1. For all intents and purposes, the bidder shall be the “Employer” within the meaning of various Labour Legislations in respect of manpower so employed and deployed at IISc, for security services on contract.
2. The selected agency shall alone be solely responsible for the redressal of grievances/ resolving of disputes relating to person deployed. IISc, shall in no way, be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by selected agency in the course of their performing the functions/duties, or for payment towards any compensation.
3. The manpower deployed by the selected agency shall not have any claims of Master and Servant relationship vis-à-vis IISc nor have any principal and agent relationship with or against the IISc.
4. The personnel of the agency shall not be treated or considered as employees of the Institute under any circumstances. The personnel of the agency shall not further become members of the IISc Employees Association / Union and shall not take part directly or indirectly in any of the activities of the Association / Union and shall help the Institute to maintain strict security measures at all-time including during agitation, staged by the Association / Union / Outsiders.
5. The manpower deployed by the selected agency shall not be entitled for any claim, pay, perks, relaxation, absorption and other facilities which may be admissible to the IISc employees during the currency or after expiry of the contract.
6. The agency shall **alone be liable** to pay compensation for any damage/death /injury sustained by the personnel or any other members of the agency in the course of their work/duty at the Institute during the contract period.
7. In the event of theft, pilferage or damage to the Institute’s property, after necessary investigations, if proved that the Agency/their personnel are responsible directly / indirectly, the agency shall be responsible for all the losses /damage and shall make good the loss/damage with penalty as indicated under “contract – specific”, clause # 16 on page number 12.
8. **The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Government of India.** The bidder will maintain proper record as required under the Law / Acts in this regard. The wages and other entitlements shall be paid by bank transfer to their respective accounts of the security personnel.
9. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IISc.

10. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. & income tax to the concerned tax authorities from time to time as per the rules and regulations on the matter.
11. The selected agency shall maintain all statutory registers applicable under the Law. The agency shall produce the records on demand to the concerned authority of IISc or any other authority under Law.
12. The Tax Deduction at Source (T.D.S.) shall be enforced as per the provisions of the Tax Department by the Institute and a certificate to this effect shall be provided to the agency by IISc.
13. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISc is put to any loss / obligation, monetary or otherwise, IISc will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the agency including penalty.
14. The selected agency **will indemnify** IISc from all legal, financial, statutory, taxation, and any other liabilities.
15. Any or all disputes arising out of the contract shall be settled by the Director of the Indian Institute of Science, Bangalore.
16. On all matters pertaining to this tender, the decision of the Director of the Institute shall be final and binding.
17. The selected Agency/ contractor are required to execute an agreement in the prescribed format immediately on the award of the contract.

FINANCIAL

1. **The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) as stated in Schedule A, failing which the tender shall be rejected outright.**
2. The proof of the annual turn-over for the previous years in the form of audited statement of accounts shall be provided, failing which the tender is liable to be rejected.
3. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Commercial Bid (Second competitive stage) shall be returned to them within a month (30 days), from the completion of the respective stage, without any interest. However, the E.M.D. in respect of the successful tenderer may be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of awarding the contract the EMD shall stand forfeited without giving any further notice and the contract will be terminated.**

4. Bids offering rates which are lower than the minimum wages (as indicated in the commercial bid) for the pertinent category would be summarily rejected.
5. The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective agency, for those employed at IISc, must be provided by the selected agency to IISc every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at IISc in the name of IISc.
6. **The rates agreed upon except the Minimum wages, VDA and Statutory Taxes as notified from time to time by the Government of India shall remain unchanged until the expiry of contract period.**
7. The agency shall submit the bill, in duplicate, along with attendance sheet (duly verified and attested by Senior Security Officer) in respect of the persons deployed and submit to Office of Security & Fire Fighting Section at Institute by the third week of the subsequent month. The payment will be released within two weeks from the date of submission of such bills.
8. *The claims in bills* regarding service tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of IISc. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly/yearly return under the respective Acts.
9. The successful bidder will have to deposit a Performance Security Deposit as specified in Schedule A, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security deposit shall be furnished in the form of an account payee Demand Draft or Bank Guarantee from nationalized or scheduled bank drawn in favor of **The Registrar, Indian Institute of Science, Bangalore 560 012**, payable at Bangalore. The performance security deposit should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider.
10. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

Annexure-I

Estimated manpower requirement of IISc (including relievers)

Sl. No.	Category	Approximate Requirement
1.	SECURITY SUPERVISORS Should have at least 3 years' experience in security duties	*22
2.	SECURITY GUARDS (includes 15 numbers of lady guards)	*289
3.	SECURITY GUARD CUM DRIVER	*6

*These figures may increase or decrease according to the requirement.

Annexure II

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For providing Security Services on Contract for IISc

1. Name of Tendering Company/ Firm / Agency: _____
(Attach certificate of Registration)
2. Name of proprietor / Director: _____
of Company / Firm / Agency
3. Full Address of Reg. Office with Regn. No. _____
4. Telephone No. : _____
5. Fax. No. _____
6. E-Mail Address _____
7. PAN / GIR /TIN No. (Attach Attested Copy) _____
8. Labour Regn. No. (Attach Attested Copy) _____
9. Service Tax Regn. No. (Attach Attested Copy) _____
10. E.P.F. Regn. No. (Attach Attested Copy) _____
11. E.S.I. Regn. No. (Attach Attested Copy) _____
12. PASARA Regn. No. (if any) _____
13. Financial turnover (Rs. Three Crores and above) of the tendering **Company / Firm / Agency** for last three financial Years. (Please enclose audited statement of accounts).

(Attach separate sheet if space provided is insufficient)

Financial Year	Turnover Amount (Rs. In Crores)	Remarks, if any
2014-15		
2015-16		
2016 - 17		

14. Give details of the major contracts/clients executed by the tendering Company/ Firm / Agency at any PSUs / Research Organization / Government Departments during the last five years in the following format. Copies of work orders should be attached for proof

MAJOR CONTRACT DETAILS

Sl. No.	Name & address of the client along with details of contact person /Telephone / FAX numbers	No of security personnel provided	Amount of Contract (Rs. in Lakhs) per month	Duration of Contract	
				From	To
1					
2					
3					
4					
5					
6					
7					
8					
9					

(If the space provided is insufficient, a separate sheet may be attached)

CURRENT RUNNING CONTRACTS

Sl. No.	Name & address of the client along With details of contact person, Name /Telephone / FAX numbers	Amount of Contract (Rs. in Lakhs) per month	Duration of Contract		No of security guards provided
			From	To	
1					
2					
3					
4					
5					

14. Details of Earnest Money Deposit:

D.D./P.O. No. & Date & Name of the Bank _____

15. Additional information, if any _____

(Attach separate sheet, if required)

CERTIFICATE OF ETHICAL PRACTICES

I. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.

II. Neither I /We nor anybody on my /our behalf will indulge in any corrupt activities /practices in my / our dealing with the Institute.

III. I / We will have no conflict of interest in any of our works / contracts at the Institute.

DATE:

SIGNATURE OF THE TENDERER

PLACE:

ANNEXURE III

COMMERCIAL BID

(To be enclosed in a separate sealed envelope)

For providing Security Services on Contract for IISc

1. Name of tendering Company / Firm / Agency: _____
2. Wages shall be quoted in accordance with the Minimum Wages Act of Government of India for security personnel and other bylaws applicable.

Sl. No.	Particulars	Per Security Guard / Driver for 26 shifts of 8 Hrs under Skilled Category	Per Security Supervisor for 26 shifts of 8 Hrs under Highly Skilled Category
1	Minimum Wage (Basic + VDA)	Rs. 16978 (Rs.653 X 26)	Rs. 18,460 (Rs. 710 X 26)
2	Uniform Charges (2 sets of Terri cotton Pant & Shirt- to be supplied every year) 1 pair of Black Leather Shoe with socks, Leather Belt, Cap, Laynard, Monkey Cap, & Sweater.	Rs.150/-	Rs.150/-
3	Washing Allowance per month (Fixed)	Rs.50/-	Rs. 50/-
4	P F @ 13.61% (employer's Contribution)	Rs.2311/-	Rs.2512/-
5	E S I @ 4.75% (employer's Contribution)	Rs.806/-	Rs.877/-
6	SUBTOTAL (1+2+3+4)	Rs. 20,295/-	Rs.22,049/-
7	Monthly Service / Administrative Charges (to be quoted in percentage for Sl. No.1)	%	%
8	Service Tax if any applicable will be paid as per GOI rules		

The minimum wages indicated at Sl. No.1 is as applicable on 1st April 2017 vide order No. F.No.1/13 (6)2017-LS-II dated 20/04/2017, Ministry of Labour & Employment, Office of Chief Labour Commission (C) New Delhi. The specified minimum wages (Basic + VDA) per shift for:

Security Guard / Lady Guard / Driver: Rs. 653/-

Security Supervisor: Rs. 710/-

Note: The Institute administration has decided to prescribe a minimum percentage of administrative charges to the agencies for providing service. The minimum prescribed percentage will be kept in a sealed cover and will be opened just before the opening of the commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as not qualified and their commercial bid will be rejected.

Place:
Date:

Signature of Tenderer

**INDIAN INSTITUTE OF SCIENCE
BANGALORE-560012**

ANNEXURE IV

Check-List

(Documents to be enclosed with the Technical Bid)

Technical bid, sealed in a separate envelope superscribed as “Technical Bid”	
COMMERCIAL bid, sealed in a separate envelope superscribed as “COMMERCIAL BID”	
Earnest Money Deposit	
Proof of FINANCIAL Turn-over for previous years	
Copy of Registration certificate with Labour Department	
Copy of PAN/GIR Card	
Copy of the IT return filed for the last FINANCIAL year	
Copies of EPF and ESI certificates	
Copy of KST/CST/VAT/TIN	
Work Experience of Similar work during the previous years (List of firms where they have provided services and details of contact person(s).)	

ANNEXURE V

Illustrations for computing amount of penalty on administrative charges to be imposed on the agency for non-compliance of terms and conditions of the contract

- I. For non-compliance under Terms and Conditions – General on page # 10, clause #13.
“The selected agency shall immediately provide replacement and ensure that no designated post is left vacant in any shift. If during a month, more than 5% of the designated posts are left vacant due to insufficient deployment of personnel by the agency then Institute will impose a penalty on the administrative charges payable to the agency.”

a) For months with 30 days:

Number of shifts needed to ensure that no designated post is left vacant = $289 \times 30 = 8670$
5% of 8670 ~ 434
Number of shifts for 5% designated posts left vacant = $8670 - 434 = 8236$
Penalty for shifts less than 8236 in a month is Rs.10,000.00 (Rupees ten thousand only)

b) For months with 31 days:

Number of shifts needed to ensure that no designated post is left vacant = $289 \times 31 = 8959$
5% of 8959 ~ 448
Number of shifts for 5% designated posts left vacant = $8959 - 448 = 8511$
Penalty for shifts less than 8511 in a month is Rs.10,000.00 (Rupees ten thousand only)

- II. “The agency shall ensure that the total number of new security guards/drivers/supervisors deployed at the Institute in a month to replace the personnel who have left the job due to various reasons shall not exceed 15% of the total number of guards/drivers/supervisors required for the month by the Institute. Failure to comply with this would result in imposing penalty on the administrative charges payable to the agency.”

For security guards 15% of 289 ~ 43
Penalty of Rs. 10,000.00 (Rupees ten thousand only) will be imposed if more than 43 new security guards are deployed to account for attrition or other reasons.

For security supervisors 15% of 22 ~ 3
Penalty of Rs. 10,000.00 (Rupees ten thousand only) will be imposed if more than 3 new security supervisors are deployed to account for attrition or other reasons.

For drivers 15% of 6 ~ 1
Penalty of Rs. 5,000.00 (Rupees five thousand only) will be imposed if more than 1 new driver is deployed to account for attrition or other reasons.

III. For non-compliance under Terms and Conditions – Contract Specific on page # 12, clause # 14 and 15

14. The agency shall ensure that the guards/supervisor are not deployed beyond the maximum number of (regular) shifts per month as specified in the Labour Law (26/27 shifts in the months having 30/31 days respectively). Failure to comply with this would result in imposing penalty on the administrative charges payable to the agency.

15. Absenteeism must not exceed 5% of the total required deployment in the month. For each occurrence of such excess absenteeism in a month the Institute will impose a penalty on the administrative charges payable to the agency.

a) For months with 30 days:

For security guards 5% absenteeism means ~ 434 shifts

If the sum total of duty shifts of each security guard in excess of 26 shifts is more than 434 and less than 550 then a penalty of Rs. 5000.00 (Rupees five thousand only) will be imposed.

If the sum total of duty shifts of each security guard in excess of 26 shifts is more than 550 and less than 650 then a penalty of Rs. 10000.00 (Rupees ten thousand only) will be imposed.

If the sum total of duty shifts of each security guard in excess of 26 shifts is more than 650 then a penalty of Rs. 15000.00 (Rupees fifteen thousand only) will be imposed.

b) For months with 31 days:

For security guards 5% absenteeism means ~ 448 shifts

If the sum total of duty shifts of each security guard in excess of 27 shifts is more than 448 and less than 550 then a penalty of Rs. 5000.00 (Rupees five thousand only) will be imposed.

If the sum total of duty shifts of each security guard in excess of 27 shifts is more than 550 and less than 650 then a penalty of Rs. 10000.00 (Rupees ten thousand only) will be imposed.

If the sum total of duty shifts of each security guard in excess of 27 shifts is more than 650 then a penalty of Rs. 15000.00 (Rupees fifteen thousand only) will be imposed.

NOTE: Penalties explained at I, II and III above will be levied concurrently, if the agency fails to comply with relevant provisions.