



Date: 12/02/2026

NOTICE INVITING TENDER (E-Tendering mode)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under Two Bid system for the **“Providing Round the Clock Security Services in IIIT-A campus on Outsourcing Basis”**. Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at ‘Instructions for online Bid Submission’. No manual bids will be accepted. All quotations (both Technical and Financial) should be submitted in the E-procurement portal).

TENDER SCHEDULE

Date of issue/publishing	: 12/02/2026
Document download/sale start date	: 12/02/2026
Document download/sale end date	: 05/03/2026 (Till 04:00 PM)
Last date and time for uploading bids	: 05/03/2026 (Till 04:00 PM)
Date of Pre-Bid Conference	: 18/02/2026 (At 11:30 AM)
Date and time of Technical Bid opening	: 06/03/2026 (Till 04:00 PM)
Date and time of Price Bid opening	: Will be informed later
Bid Security (Earnest Money)	: Bid Security fee is Rs.48,00,000.00 (Rupees Forty Lakh Only) (see Bid Security details given below). Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).
Performance Security	: Agency shall deposit an amount of Rs.80,00,000.00 (Rupees Eighty Lakh Only) interest free, as Performance Security with the Institute for the entire duration of the contract.
Tender/ Bid Submission Fee	: A non-refundable tender document fee of Rs. 4,000/- (Rupees Four Thousand Only) , inclusive of GST, shall be paid through NEFT/RTGS/UPI transfer
Number of covers	: 2
Bid validity period	: 180 days from the date of opening of Technical Bid
Address for communication	: Deputy Registrar (Stores & Purchase), IIIT Allahabad, Jhalwa, Prayagraj – 211015
Venue of Pre-Bid Conference	: Room No. 1820, Conference Hall (Purchase Office), East Wing, Admin Building, IIIT Allahabad, Jhalwa, Prayagraj – 211015
Email address	: Bidders may submit their Queries/ Clarification, if any, latest by 18/02/2026 (Till 02:00 PM) through CPP portal. Queries/ Clarification sent to any Email ID will not be entertained.

Note: If any of the above days happens to be a IIIT-A holiday, the next working day shall be considered.



2. **Details of Bid Security:**

- a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then a hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Deputy Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Pincode-211015, Prayagraj. In the envelope super-scripted the Tender Id or tender reference Number and with the company full address.
- b. The details for payment are as follows:
Name of the Account Holder : IIIT A EMD and Security Deposit Account
Bank & Branch - Punjab National Bank, Pipal Gaon, Jhalwa, Prayagraj
Account No. : 8636000100031943
IFSC Code : PUNB0863600
Validity : The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.
- c. **Exemption for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such a bidder needs to submit relevant certificates issued by competent authority along with technical bids of tender.

3. **Bid/Tender Submission Fee (Non-Refundable)**

A non-refundable tender document fee of Rs. 4000/- (Rupees Four Thousand Only), inclusive of GST, shall be paid through NEFT/RTGS/SWIFT transfer in favour of the account detailed above.

The bidder shall upload a scanned copy of the transaction receipt along with the online bid submission on the CPP Portal. The Tender Number and Name of the Bidder must be clearly mentioned in the transaction remarks/receipt.

Any bid without Bid/Tender will not be considered. Non-submission of the tender fee, submission of an incorrect amount, non-uploading of the transaction receipt, or payment made to an incorrect bank account shall render the bid liable to rejection without any further correspondence.

4. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and <https://www.iiita.ac.in/tenders.php> and it will not be published in newspapers.
5. Bidders should regularly visit the above websites to keep themselves updated.
6. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
7. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

(Stores & Purchase Section)



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1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of the Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

1.1. REGISTRATION

- 1.1.1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 1.1.2. As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3. 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 from the CPP Portal
- 1.1.4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra / Capricon etc.), with their profile.
- 1.1.5. 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 DSCs to others which may lead to misuse.
- 1.1.6. 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.

1.2. SEARCHING FOR QUOTATION /TENDER DOCUMENTS

- 1.2.1. There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 1.2.2. Once the bidders have selected the tender they are interested in, they may download the required documents schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3. The bidder should make a note of the unique Tender ID assigned to each Tender in case they want to obtain any clarification / help from the Helpdesk.

1.3. PREPARATION OF BIDS

- 1.3.1. Bidders/Tenderers should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2. Please go through the Tender / Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 1.3.3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.



- 1.3.4. 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 bidder. Bidder can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

1.4. SUBMISSION OF BIDS

- 1.4.1. Bidders/Contractor should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder/Contractor will be responsible for any delay due to other issues.
- 1.4.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3. A standard BOQ format has been provided with the Tender document to be filled by all the Bidders/Contractor. Bidders/Contractor are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and **complete the 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.

OR

In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).

- 1.4.4. The server time (which is displayed on the bidder’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.5. All the documents being submitted by the bidder 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. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.6. The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 1.4.8. Kindly add a scanned PDF of all relevant documents in a single PDF file.

1.5. ASSISTANCE TO BIDDER

- 1.5.1. 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.
- 1.5.2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 23 7315.

1.6. GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1. The Tender will be received online through the portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2. Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained



from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.

1.7. COST OF BIDDING DOCUMENTS

- 1.7.1. The Service Provider/Bidder shall submit a non-refundable Bid Processing Fee of Rs. 4,000/- (Rs. Four Thousand Only), inclusive of GST, by crediting the amount to the Institute’s account as specified in the Bid Document. **Submission of the Bid Processing Fee is mandatory, and bids received without the prescribed fee shall not be evaluated.**
- 1.7.2. The Bid Processing Fee shall be paid only through NEFT/RTGS, and a copy of the payment transaction receipt shall be uploaded/attached along with the bid, failing which the bid shall be liable to rejection.
- 1.7.3. The Bidder shall bear all costs associated with the preparation and submission of the bid, and IIIT-Allahabad (IIITA) shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the bidding process.

2. INVITATION OF TENDER FOR PROVIDING ROUND THE CLOCK SECURITY SERVICES IN THE CAMPUS OF IIIT-A ON OUTSOURCING BASIS

The Institute has identified specific locations within the campus where deployment of security personnel is required. The campus population, comprising students, faculty, and officials along with their families, is approximately 2,000. In addition, a significant number of visitors enter the campus daily for various purposes.

Indian Institute of Information Technology, Allahabad invites online Bids (Technical bid and Commercial/Price bid) from eligible and experienced bidders for **Providing Security Services at IIIT-A on Outsourcing basis.**

The total requirement of security personnel is 147, comprising of:

1. Supervisors – 06
2. Armed Security Guards (Gunmen) – 06
3. Unarmed Security Guards(Male) – 132
4. Unarmed Security Guards (Female)– 03

Service Conditions:

1. Service Days in a Month: 30 days
2. Working Days in a Week: 06 days
3. Shift Details: 03 Shifts per day
4. Shift Duration: 08 hours per shift per day
5. Applicable Leave: 15 days Casual Leave per year

2.1. SCOPE OF SERVICE

The security agency shall be responsible for providing comprehensive security services on the Institute campus, which shall include, but not be limited to, the following:

- a. Ensuring complete security of life and property of campus residents and protection of the Institute’s assets.
- b. Preventing and safeguarding against unauthorized entry and trespass.



- c. Providing security coverage during official functions and events organized by the campus community.
- d. Regulating and controlling vehicular movement within the campus.
- e. Maintaining constant vigil and surveillance to prevent and control untoward incidents, particularly those involving external elements.
- f. Managing and controlling stray cattle and canine menace within the campus.
- g. Pursuing and coordinating cases registered by or against campus residents with the local police authorities.
- h. Assisting the Institute in maintaining day-to-day discipline and ensuring smooth conduct of all activities.
- i. Providing timely and actionable intelligence inputs to the Institute administration.

Note: The scope of the services listed above is indicative only.

3. SCHEDULE OF SERVICES

Sr. No.	DESCRIPTION OF SERVICES
	<p>The Agency shall provide Security to the Institute as well as residents at the IIIT campus, by deploying fail-safe Security measures, providing early warning, and mobilizing troubleshooting elements. The items or situations that have to be covered by security services of the agency are enumerated with important but non exhaustive list as below:</p> <p>A. Deployment of Security Personnel Security personnel shall be deployed within the Institute campus at designated locations including, but not limited to, Main Gates, Boys' and Girls' Hostels, Visitors' Hostels, Administrative Building, Library, Residential Areas, Research Scholar Accommodation, Student Activity Areas, Academic Areas (including Computer Centres I, II & III) and at any other location within the campus, as and when required by the Institute.</p> <p>B. General Conduct and Discipline All deployed Security Guards shall remain vigilant at all times and perform their duties with utmost discipline, integrity, decorum, and professionalism. Guards shall wear the prescribed uniform while on duty and maintain proper turnout and behavior. They shall not indulge in any act of violence, misconduct, or unlawful activity within or outside the campus premises.</p> <p>C. Security Drills and Shift Handover The Service Provider shall conduct security drills at least twice every month and ensure proper handing over and taking over of charge by relieving guards in all three shifts.</p> <p>D. Armed Guards Armed security personnel shall be deployed in each shift at sensitive locations such as Main Gate, Director's Residence, and other locations as specified by the Institute.</p> <p>E. Control of Stray Animals The Service Provider shall make continuous and serious efforts to control and eliminate the menace of stray animals, including cows, buffaloes, pigs, monkeys, dogs, snakes, etc., from the campus premises. The Agency shall coordinate with the Municipal Corporation and other concerned authorities for dog-catching activities and shall provide a trained snake handler whenever required, at no additional cost to the Institute.</p>



F. Patrolling and Reporting

Security personnel shall patrol the allotted areas and shall not leave their assigned posts without proper relievers. They shall promptly report any incidents such as damage to fencing, wire mesh, drainage covers, boundary walls, or other infrastructure to the concerned authorities.

G. Licensed Drivers

In each deployment shift, at least three (03) security personnel shall possess a valid Light Motor Vehicle (LMV) driving license. Security Supervisor also to possess 04 wheeler Driving License

H. Fire-Fighting Capability

In each deployment shift, a minimum of five (05) security personnel shall be trained and proficient in fire-fighting operations.

I. Training and Rotation of Personnel

The Service Provider shall ensure regular training of deployed manpower in security-related duties and fire-fighting activities. Security personnel shall not be posted permanently at one location and shall be deployed on a rotation basis or as directed by the authorized Institute representative.

J. Fitness and Statutory Compliance

All deployed security personnel shall be physically and medically fit, supported by valid medical certificates. The provisions of the Private Security Agencies (Regulation) Act (PSARA) and rules framed thereunder shall be strictly complied with.

K. Protection of Institute Assets

The Service Provider shall be responsible for the overall security of all assets of IIT-Allahabad, including offices, academic blocks, hostels, residential complexes, and all other areas covered under the contract.

L. Compliance with Administrative Instructions

All instructions issued by the Institute administration from time to time shall be strictly followed, and no lapse of any kind shall be permitted.

M. Gate Control and Movement of Stores

No material or item shall be allowed to be taken out of the campus without a valid Gate Pass issued by the competent authority. Contact details of concerned officers shall be made available to security personnel for verification.

N. Deployment Control

Deployment of Security Guards and Supervisors shall be as per instructions of the Authorized Officer / Chief Proctor. The Service Provider shall ensure optimum utilization of deployed manpower.

O. Utilities and Boundary Vigilance

Security personnel on patrol duty shall ensure safety of lights, water taps, valves, hydrants, and shall patrol the boundary walls, hostels, and other sensitive areas.

P. Protection of Green Areas

Security personnel shall ensure that plants, trees, lawns, and landscaped areas are not damaged by staff, students, outsiders, or stray animals.

Q. Fire and Emergency Response

Security personnel shall be trained to use fire extinguishers and other fire-fighting equipment available on site and shall assist the Institute's fire-fighting staff during fire incidents or other natural calamities. In time of emergency, they should be trained to rescue in high rise buildings.



R. Disaster Management Support

In emergency situations, security personnel, supervisors, and senior supervisors shall perform duties as defined under the Institute's Disaster Management Plan, if any, and shall be sensitized for such roles.

S. Visitor Management

Security personnel shall maintain entry/exit registers, guide visitors, and assist them in reaching their respective departments or locations.

T. Additional Duties

Any other duties or responsibilities assigned by the Institute Administration from time to time shall form part of the contract and shall be binding on the Service Provider.

U. Security Lighting

Security personnel shall ensure proper switching ON/OFF of security lights as per requirement.

V. Mock Drills

The Service Provider shall conduct mock drills at least once every quarter within the campus premises, in coordination with Institute authorities.

4. ROLES AND RESPONSIBILITIES

<u>Roles</u>	<u>Minimum Eligibility</u>	<u>Responsibilities</u>
Security Supervisor	<ul style="list-style-type: none">• Combatant Ex-serviceman• Should be able to exercise command and control over the security personal deployed• Physical standards and medical fitness as per Private Security Agencies (Regulation) Act and Rules• Should be minimum 12 Pass• Should have knowledge of English, Hindi & Local Language• Experience of 5 years• Age: Minimum: 35 Years and Max 60 Years	Should be required to carry out supervision of all security related activities in the organization as well as advice and assist security guards and other security related persons in carrying out their duties should be able to carry out or supervise protocol activities of receiving, escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required Should be available in general shift on all working days



Armed Security Guard	<ul style="list-style-type: none"> • Should have a valid gun license • Should have knowledge of Security related matters • Good physique and personality fulfilling requirements of physical standards and medical fitness as per Private Security Agencies (Regulation) Act and applicable Rules • Minimum 10 pass • Should have knowledge of Hindi or English and local language • Minimum Experience 3(three) years • Age: Minimum: 25 Years and Max 60 Years 	<p>Working shifts round the clock. Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc.</p> <p>To bring to the notice of his supervisor the violation of any law noticed by him during the course of discharge of his duties</p>
Un Armed Male/Female Security Guard	<ul style="list-style-type: none"> • Should have knowledge of Security related matters, industrial safety and allied Functions • Minimum 10 pass • Should have knowledge of Hindi or English and local language • Minimum Experience 3(three) years • Age: Minimum: 21 Years and Max 60 Years 	<p>Working shifts round the clock. Carry out activity of protecting the premises from any un authorized entry, robbery, theft etc. To bring to the notice of supervisor the violation of any law noticed during the course of discharge of his duties</p>

5. SPECIAL CONDITIONS OF CONTRACT

5.1. Contract Validity Period:

The contract shall be valid for a period of three (03) years from the date of issue of the Contract/Work Order. The contract may be extended on a yearly basis, subject to satisfactory performance of the Service Provider and upon approval of the competent authority of the Institute.

Notwithstanding the above, the Institute reserves the right to terminate the contract at any time, in whole or in part, by giving a minimum of one (01) month's prior written notice, without assigning any reason thereof.

5.2. Payment of Wages:

The Service Provider shall pay wages to all personnel deployed under this Contract strictly in accordance with the Minimum Wages as notified by the Government of India for the respective categories of workers, as revised from time to time. **For the purpose of this Contract, the minimum wages as applicable and approved as on 01.10.2025 shall be treated as the baseline wages for payment, in accordance with File No. L/1/(6)/2025-LS(J), Government of India, Ministry of**



Labour & Employment, Office of the Chief Labour Commissioner (Central), New Delhi, dated 25.09.2025. Any revision in minimum wages by the Government of India during the contract period shall be complied with by the Service Provider, as per applicable rules and provisions.

5.3. Signing of Agreement:

The successful bidder shall execute and sign the Agreement within 15 days from the date of issuance of the Work Order/Contract. In case of failure to execute the Agreement within the stipulated period, the Work Order/Contract shall be liable to be cancelled/annulled forthwith, without any further notice. Upon execution, the Agreement shall be binding on both the parties and shall be governed by the provisions of General Financial Rules (GFR), 2017, in particular Rule 225(v) and Rule 225, as amended from time to time.

5.4. Submission of Documents for Deployed Personnel:

Prior to commencement of work, the Service Provider shall submit the following documents in respect of each individual personnel proposed to be deployed at IIIT-Allahabad (IIIT-A):

- a) List of deployed personnel along with their bio-data and self-attested copies of certificates relating to educational and professional qualifications, wherever applicable.
- b) Self-attested copies of valid documents indicating date of birth and proof of identity, including but not limited to Aadhaar Card, Driving License (if applicable), bank account details, proof of residence, and a recent passport-size photograph of each deployed personnel.
- d) Medical fitness certificate of each deployed personnel, issued by a Competent Medical Authority, certifying that the individual is fit for deployment.
- e) All the above documents shall be submitted to the Security Office of IIIT-A before deployment of personnel. Non-submission or submission of incomplete documents shall result in non-acceptance of the personnel for deployment.

5.5. The Service Provider shall replace any Security Personnel, as and when required, based on mutual consultation and understanding between the Institute and the Agency.

5.6. **Suitability Test Prior to Deployment:** The Institute shall conduct a suitability test/interview before deployment of any new Security Guard or Supervisor. Deployment shall be permitted only after the candidate is found suitable and approved by the Institute. In case any personnel is found unsuitable, the agency shall provide a suitable replacement without any additional financial implication to the Institute.

5.7. The Service Provider shall make continuous and sincere efforts to control and eliminate the menace of stray animals, including but not limited to dogs, cows, buffaloes, pigs, monkeys, snakes, etc., within the campus premises. The Agency shall coordinate with the Municipal Corporation and other concerned authorities for dog-catching activities and shall also deploy a trained snake handler whenever required, without any additional financial implication to the Institute.

5.8. In each deployment shift, a minimum of three (03) security personnel shall possess a valid Light Motor Vehicle (LMV) driving license.

5.9. In each deployment shift, at least five (05) security personnel shall be adequately trained and proficient in fire-fighting operations.

5.10. The Service Provider shall ensure regular and periodic training of all deployed personnel in security duties and fire-fighting operations. The Agency shall also conduct mock drills at least once every quarter within the Institute campus in coordination with the Institute authorities.



- 5.11. The Service Provider shall ensure that all deployed security personnel are physically and medically fit and that all provisions of the Private Security Agencies (Regulation) Act (PSARA) and rules framed thereunder are strictly complied with throughout the contract period.
- 5.12. The Agency shall provide the details of the staff, proposed to be deployed viz., their name, fathers name, DOB, residential address, Telephone number, recent passport size photograph, in form of a data base in both hard & soft form and also provide a local police clearance certificate as per format

Ser No	Name	Father's Name	DOB	Qualifications	Expr	Address	Mob	Photo
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- 5.13. On revision of minimum wages by the Government of India, the Security Agency will be responsible for seeking approval of the revised rates from the Institute authority along with the copy of order of competent authority. Any liability arising on account of the delay in same will lie on the Security Agency.
- 5.14. The Security Guards shall be smart and properly turned out with boots /shoes, belt, caps, badge, whistle etc., and carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with computer data shall be given to the Institute for record, verification etc.
- 5.15. The Security Agency shall provide proper uniform (shoes, caps, canes / stick etc.) to every personnel deployed by them in the Institute Campus at their own costs and expenses.
- 5.16. The Security Agency shall ensure that before deputing the security staff, they will verify the antecedents of all their staff and provide to the Institute a complete dossier of particulars of each security personnel proposed to be deployed along with the records of police verification, in original. Non-compliance with this provision shall be deemed to be violation of the contract, inviting penal action.
- 5.17. The Security Agency shall comply with random check security personnel for not consuming any form of drug/narcotics/intoxicant on duty and anyone found lagging in this aspect will not be given any further duty at IIT-A.
- 5.18. **Maintenance of Register**
The following registers have to be maintained by the Service Provider regarding the deployment of security guards, working hours, payment of wages, etc., which has to be duly signed by the Service Provider or its representative and the Designated Institute Authority on a monthly basis. Otherwise, monthly bills/payments will not be released.
- 5.18.1. Attendance Register to record the duty of guards at a particular post. The "Time In" and "Time Out" of the duty guard or guards must be recorded for each shift.
- 5.18.2. Wages Payment Register
- 5.19. **Issue of Identity cards & other requisite accessories**
- 5.19.1. All items including identity card, uniforms, torches, search lights, walkie-talkies with adequate frequencies, lathis/ballams, batten, umbrella, raincoat, shoes and other personal requirements of security guards, gunman & security supervisor, stationery for writing duty charts and registers at security checkpoints and record keeping as per requirements will be provided by the Service Provider at their own cost.
- 5.19.2. No security supervisor/guards/gunman will be allowed to attend duty without an identity card, uniform, and other requisites as mentioned above.
- 5.20. The Security Agency shall be bound to perform the assigned jobs even though the same may not have been included in the scope of work. The charges for the extra services should be settled mutually.
- 5.21. **Change or Removal of Personnel:** Any change of security personnel should be done with the prior approval of the Designated Institute Authority. The decision of the Institute will be final in the matter of withdrawal/removal of any of the Security personnel deployed by the Service Provider and shall be binding on the Service Provider.



- 5.22. **No Subletting / Assignment:** The Service Provider shall not sublet, assign, transfer, or delegate the contract or any part thereof to any other person, firm, or agency in any manner whatsoever, without the prior written approval of the Institute. Any such subletting, assignment, or transfer made without prior approval shall be treated as a material breach of contract and shall render the contract liable to termination, in addition to any other action as deemed fit by the Institute.
- 5.23. The bidder shall ensure compliance with all applicable labour laws, rules, and regulations in force and shall provide all requisite statutory documents under the respective labour laws for all deployed manpower. The bidder shall be solely responsible for fulfillment of obligations relating to wages, statutory contributions, and employment conditions, and the Institute shall have no liability whatsoever in this regard.
- 5.24. The bidder shall submit all relevant documents under the Goods and Services Tax (GST) Act, including a valid GST Registration Certificate. In case the bidder is exempted from GST, appropriate supporting documentary evidence for such exemption shall be furnished. The bidder shall also mention the applicable HSN/SAC code(s). Further, the bidder shall submit an undertaking stating that no disputes, demands, or litigations are pending against the bidder under GST claims as on the date of bid submission.
- 5.25. If any of the Service Provider's ongoing or previous contracts have been terminated due to non-compliance with contract terms, unsatisfactory performance, delayed payments, or fraudulent practices, such bidders shall be disqualified and their bids will not be considered.
- 5.26. **Payment Terms:**
- 5.26.1. The Service Provider shall disburse monthly wages to all deployed personnel by the 1st week of the succeeding month / latest by the 7th day of the month, directly into their respective bank accounts. Thereafter, the Service Provider shall submit the monthly bill (in duplicate) to the Institute along with supporting documents, including attendance sheets, wage sheets, and payment proofs, duly verified by the designated Institute authority.
- 5.26.2. The Institute shall operate an Escrow Account with a designated bank for routing all applicable EPF, EPS, EDLI, ESIC and administrative contributions of both employee and employer. The Service Provider shall fully cooperate in operation of the Escrow Account and mandatorily update all required data on the respective statutory portals.
- 5.26.3. The Institute shall release the wages component to the outsourced agency for disbursement of wages, and reimbursement shall be made based on verified documents, inclusive of approved service charges and applicable taxes.
- 5.26.4. The Institute shall endeavour to release payment to the Service Provider within fifteen (15) days from the date of actual payment of wages made by the Service Provider to the deployed manpower, subject to submission of complete bills and documents and after statutory deductions such as TDS, as applicable.
- 5.26.5. The monthly bill shall be accompanied by proof of wage disbursement, bank statements, attendance sheets duly verified by Institute officials, EPF and ESI challans with proof of realization, and a certificate confirming that satisfactory services have been rendered during the month.
- 5.26.6. IIIT-Allahabad reserves the right to inspect and verify all payment-related and statutory records of the Service Provider at any time during the contract period. The Service Provider shall extend full



cooperation during such inspections. Any misbehavior or non-cooperation shall attract appropriate action, including imposition of financial penalties.

5.26.7. While submitting monthly bills, the Service Provider shall mandatorily enclose:

- 5.26.7.1. Proof of wage payment credited to individual bank accounts along with attendance duly verified by the Institute;
- 5.26.7.2. Employee-wise proof of ESIC contribution with challan and proof of realization;
- 5.26.7.3. Employee-wise proof of EPF contribution with challan and proof of realization;
- 5.26.7.4. Proof of GST payment of the previous cycle, wherever applicable;
- 5.26.7.5. A certificate confirming compliance with all applicable statutory labour laws.

5.26.8. The Service Provider shall issue monthly pay slips to all deployed personnel.

5.26.9. The Service Provider shall maintain all records as prescribed under the scope of work and statutory provisions, including those required by ESIC and other authorities from time to time.

5.26.10. In the event of failure by the Service Provider to comply with any statutory, contractual, or taxation obligations, resulting in any loss or liability to IIT-Allahabad, the Institute shall be entitled to recover the same from the pending bills and/or Performance Security Deposit, to the extent of such loss or liability.

5.26.11. IIT-A shall have no responsibility, statutory obligation towards taxes, fees, all relevant and applicable Labour laws, Govt. Rules & Regulations in force related to Salary, Statutory payments, ESI, EPF, and bonus, etc., for the execution of the contract.

5.27. **Penalty for Poor and Unsatisfactory Performance**

5.27.1. In case of any complaint against any of the security supervisor/guard/gunman for misconduct, inefficiency, lack of physical fitness, or any other ground, the Designated Authority of IIT-A has the right to ask for immediate replacement of such security personnel.

5.27.2. For poor and unsatisfactory performance, appropriate action as deemed fit under the contract shall be imposed on the recommendations of Designated Authority of IIT-A, Penalty for deficiency in services shall be imposed and recovered from the Service provider. Details of deficiencies are given as under:-

<u>OFFENCE</u>	<u>PENALTY</u>
ID cards should be issued by the Service provider to all its employees within 15 days of their deployment in IIT-A	Rs.500/- per day per person.
All the employees engaged by the Service provider should be covered under ESI within 3 weeks of commencement of the contract and ESI certificate/card to be issued.	Rs.1,000/- per person will be levied.
Should complete the Character and Antecedents of all engaged Security personnel within 3 months from commencement of the contract and copy to be submitted along with Identify proof like	Rs.2000/- per week per person will be charged as penalty up to 4 weeks. Thereafter he/she will not be allowed to



Aadhar, etc.of engaged Security personnel.	continue in work.
For Not paying Monthly wages on or before 7 th of every month.	Rs.20,000/- per instance will be levied.
Penalty for Equipment damage–Damage caused to IIIT-A- provided equipment (Walkie-Talkie, scanners)	Penalty of Rs 2000 per instance along with mandatory repair/replacement
Uniform & Turnout- Uniform turnout standards- Security personnel shall maintain proper turnout (uniform, ID card, shoes).	Rs 2000/- will be levied per instance to the Service providers
Passenger Interaction Conduct- Penalty for Passenger misconduct- Verified misbehaviour or rude conduct towards passengers shall attract a penalty and mandatory retraining of the staff Involved. Misbehaviour/Rude with <u>passenger by complaints</u>	Rs 5000/- will be levied to the Service providers
Absent from duty place without informing concerned In-charges without proper reliever by the securities Duty relieving on time to be ensured by supervisors, failing which levy of penalty per instances. Shift Restrictions - Ban on Continuous/Double Shifts – Deployment of staff in continuous or double shift is prohibited. Violations attract penalty per instance and shall be recorded as major compliance failures	Rs 5000/- will be levied to the Service providers
Non-Compliance(s) of IIIT-A official instructions or any other provision of labour laws, pointed out by Employer or their representative or concerned authorities (for each non-compliance informed in writing under the contract).	Rs.5,000/- in each case

- 5.27.3. Wage payment Compliance- Penalty for Wage delay-Delay in statutory wage disbursement beyond the 7th/10th of every month shall attract penalty between Rs 10000 and Rs 20000, depending on severity and recurrence
- 5.27.4. In the case of delay/default in payment of contribution under ESI Scheme and EPF Scheme, besides the recovery of the amounts due by the Service provider towards their contribution, penal interest and / or damages as may be levied by the ESI or PF Authorities, a penalty of 20% of the above amount would also be levied and recovered from their Security Deposit. In the event of cessation of the Contract due to any reason whatsoever, the Security Deposit shall be refunded only after due satisfaction as regards the above payments.
- 5.27.5. In case the bidder fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserves the right to impose the penalty as detailed below -
- 5.27.5.1. That if the Service Provider violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of the Designate Authority of IIIT-A on this behalf, a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.



5.27.5.2. The service provider provides their services within 21 days of execution of the agreement after allotment of contract, IIIT-A reserves the right to cancel the contract and withhold the agreement and get their job carried out, preferably from any other security agency/other Service Provider(s). The difference, if any, will be recovered from the Service Provider's bill and also shall be blacklisted for a period of 2 years to participate in such type of tender, and their earnest money/security deposit may also be forfeited, if so warranted.

5.28. **Termination of Contract:** Without prejudice to any other rights or remedies available under the Contract or applicable law, IIIT-Allahabad may, by issuing a written notice of default to the Service Provider, terminate the Contract in whole or in part under any of the following circumstances:

- 5.28.1. If the Service Provider fails to perform or comply with any obligation under the Contract or breaches any of the terms and conditions thereof.
- 5.28.2. If, at any stage, the involvement of the Service Provider in any undesirable, unlawful, or uncalled-for activity, either within or outside the Institute premises, is found to bring or likely to bring disrepute to the Institute, the Contract may be terminated by the Competent Authority by giving fifteen (15) days' prior written notice.
- 5.28.3. IIIT-Allahabad reserves the absolute right to terminate the Contract at any time, without assigning any reason, by giving a minimum of one (01) month's prior written notice to the Service Provider.
- 5.28.4. In addition to the above, in case of non-satisfactory performance or non-compliance with the terms and conditions of the Contract, and in accordance with Clause 8.15.1 of the Manual for Consultancy and Other Services, 2017, the Director, IIIT-Allahabad, reserves the right to terminate the Contract/Work Order at any stage.
- 5.28.5. If the services of the Service Provider are found unsatisfactory, a written notice for improvement shall be issued by the Institute. In case satisfactory improvement is not observed within two (02) weeks from the date of such notice, a final notice of one (01) month shall be issued for termination of the Contract, without prejudice to any rights or remedies available to either party. During the notice period, both parties shall continue to discharge their respective obligations under the Contract.
- 5.28.6. In case the Service Provider desires to terminate the Contract, it shall provide a minimum of two (02) months' prior written notice to the Institute.
- 5.28.7. Upon termination of the Contract, the Institute shall not be liable to make any payment or compensation for services not rendered beyond the effective date of termination.
- 5.28.8. In the event of breach of any terms and conditions of the Contract, the Performance Security Deposit of the Service Provider shall be liable to forfeiture, in addition to termination of the Contract and/or any other lawful action that may be taken by the Institute.
- 5.28.9. If, in the judgment of IIIT-Allahabad, the Service Provider has engaged in corrupt, fraudulent, collusive, coercive, or unethical practices in obtaining or executing the Contract—including any agreement or understanding among bidders intended to manipulate prices or restrict fair competition—the Institute may terminate the Contract, in whole or in part, by issuing a written notice of default, without prejudice to any other rights or remedies available under the Contract or applicable law.



5.29. **Time Line for various activities**

Letter of Acceptance Issued to the Service Provider	
Signed & Stamped LOA received from Successful bidder	Within 07 Days
Submission of Performance Bank Guarantee	Within 15 Days
Signing of Contract Agreement	
Deployment and Commencement of Security Services at IIIT-A	Within 21 Days

5.30. **Performance Security:** : The successful bidder must submit an irrevocable performance security of Rs. 80,00,000.00 (Rupees Eighty Lakh) within 15 days of contract award for the due and faithful performance of the contract along with the other terms and conditions agreed to, valid for a minimum period of sixty days beyond the date of completion of all contractual obligations. Any payment to the bidder will be released only after submission of PS by the bidder. Extension of time for submission of PS beyond 15 days and up to the date of submission of PS from the date of issue of contract may be given by the Competent Authority. However, a penal interest of 12% per annum of the amount of PS, or part thereof, shall be charged for the delay beyond 30 days, i.e., 30+1st day after the date of issue of contract. The interest on the delayed period shall be calculated on a pro rata basis for the number of delayed days. The amount shall be recovered from any payment due or become due against bills / any other amount lying with IIIT-A. The delayed submission of PS by the bidder shall be recorded in substantial completion and final completion certificates. If contractor fails to submit the PS within 60-days from the date of issue of contract, then following actions may be taken against such bidder:

- I. The bidder shall be debarred/ banned from participating in the business dealings with IIIT-A for a period of two years.
- II. The name of the bidder shall be hosted on the IIIT-A website etc. as per existing norms of IIIT-A/ Govt. of India.
- III. Such defaulted bidder shall not be eligible to participate in the bidding process of re-tender of this bid.
- IV. Award shall be summarily terminated.
- V. EMD/Bid security shall be forfeited.

5.31. **Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably and if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with the above-mentioned clause.

5.32. **Right to alter Tender:**

- 5.32.1. IIITA reserves the right to alter the Tender terms and conditions at any time before the end date of bid submission.
- 5.32.2. IIITA reserves the right to modify, amend, alter (Partially or Fully) and/or cancel/reject the entire RFP at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).

5.33. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the



- Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
- 5.34. All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
- 5.35. **Buyer Organization specific Integrity Pact:** Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid as per Annexure XI.
- 5.36. The Bid Security shall be returned to the bidder(s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. Unsuccessful bidders may collect the Bid Security (within next 10 days after finalization & award of the contract) from Purchase Section, IIT-A between 3:00 PM and 5:00 PM on any working day after providing a copy of authorization letter and any Photo Identity Card. After these 10 days Bid Security will be sent by registered post to the postal address provided by the firm/bidder as mentioned in the tender document. Representatives may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 5.37. Complete Postal address of tenderer/ bidder along with Email ID and mobile number (to dispatch the Bid Security to unsuccessful bidder).
- 5.38. Tenderers/Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tenders must be quoted in prescribed format on the company/firm letter head.
- 5.39. The firms blacklisted by any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India during the last 02 Years from this bid date need not to apply.
- 5.40. **Arbitration:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement on any matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Director of the Institute at the time of the dispute. If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns / withdraws for any reason from the position of arbitration, it shall be lawful for the Director of the Institute to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede de-novo. It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to Arbitrator at the time of invocation of arbitration under this clause. It is also a term of the contract that the cost of arbitration shall be borne by the parties themselves. Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
- 5.41. **Force Majeure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or Act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the Institute shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation
- 5.42. Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.



- 5.43. Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 5.44. Any conditional tender will not be accepted.
- 5.45. Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website www.iiita.ac.in. Intending tenderers are advised to visit <https://www.iiita.ac.in/tenders.php> and <https://eprocure.gov.in/eprocure/app> for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IIITA will not be responsible for ignorance of corrigendum.
- 5.46. Participants should submit the tender in Two bid system ,i.e. 2 (two) envelop/Cover (**1st envelop for Techno-Commercial Offer or technical bid & 2nd envelop for Financial bid or schedule of rate only**).
- 5.47. ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION: The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti- competitive practices and aims at fostering competition and at protecting Indian markets against anti- competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 5.48. The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 5.49. If the tenderer fails to execute the work order and informs IIITA about its inability to execute the order and non-compliance of the work order, the firm shall be liable for blacklisting for a period of not less than 2 years.
- 5.50. Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of the Director – IIIT-Allahabad shall be final and binding on all.
- 5.51. All disputes are subject to Jurisdiction of Allahabad Courts.

(Stores & Purchase section)

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

Seal and Signature of the Proprietor/Authorized Representative



6. MANDATORY PREQUALIFICATION CRITERIA FOR BIDDER

- 6.1. **The Bidder must be a legally valid entity i.e. a proprietary/partnership Firm/Limited Company/Society Legally constituted or registered under the relevant act**
- 6.2. **The bidder should have 05 years of experience in providing security services in any Central/state Government/PSU/Autonomous bodies/Government academic institutes and research establishments of repute like Institutes of National Importance as per Ministry of Education, CSIR/ICAR/DRDO etc., before the last date of tender submission for the purpose of consideration as technical experience. Completion Certificate / attested copy of experience certificate issued from the concerned department is mandatory to be submitted.**
- 6.3. **Bidder should have experience of having successfully completed a similar Nature of executing job work.** For the purpose of consideration as technical experience bidder should Satisfying below condition within the span of last 3 years,:
- 6.3.1. One work completion Certificate costing not less than Rs. **12.80 crore.**
- OR**
- 6.3.2. Two works completion Certificate each costing not less than Rs. **08.00 crore.**
- OR**
- 6.3.3. Three work completions Certificate each costing not less than Rs. **06.40 crore.**
- (Attested copies of all the above work Completion certificates must be submitted along with the tender, failing which the bids may be summarily rejected.).
- 6.4. **PSARA & Labour License:** The Service Provider shall comply with all statutory requirements under the Private Security Agencies (Regulation) Act (PSARA) and the Contract Labour (Regulation & Abolition) Act, 1970, as applicable. It shall be the sole responsibility of the Service Provider to obtain and maintain all necessary licenses at its own cost. A valid Labour License issued by the Assistant Labour Commissioner (Central), Prayagraj, must be submitted to the Institute within one month from the date of issue of the contract.
- 6.5. **Statutory Registrations:** The bidder must possess valid **Provident Fund (PF)** and **Employees' State Insurance (ESI)** registration numbers, along with a **valid Labour License** issued by the competent authority. Copies of the relevant registration certificates/licenses shall be submitted along with the bid. **Non-submission, submission of invalid documents, or submission of documents with expired validity, as applicable, shall result in rejection of the bid.**
- 6.6. **The bidder must have its Head Office or a Branch Office located in the State of Uttar Pradesh and such office must have been operational for at least the last five (05) years as on the date of bid submission.** The bidder shall clearly mention the complete address of the Head Office/Branch Office in Uttar Pradesh, along with contact person details, mobile/telephone number, and official email ID. Documentary evidence in support of the existence of such offices (such as address proof,



registration certificate, electricity bill, or lease/rent agreement) shall be submitted along with the bid.

Failure to comply with this requirement shall render the bid liable to rejection.

- 6.7. **Solvency Certificate:** Solvency of the amount equal to 40% of the estimated cost of the service by any scheduled bank only. Preferably of the Current Financial Year, but not older than one year. **Or** Net Worth Certificate from certified Chartered Accountant as per Annexure-IX.
- 6.8. The bidder should submit proof of average annual turnover of Rs. 8 Crore for the Last 3 financial years (2021-22, 2022-23 and 2023-24). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted.
- Note:** If any bidder does not furnish the turnover value for any financial year out of the last 3 financial years, the turnover for that financial year shall be taken as 'Zero' and the average annual financial turnover shall be calculated accordingly.
- 6.9. Any IIT/IIIT/NIT/ Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies/ Central Universities in India should not have blacklisted the Bidder at any stage. Self-declaration to that effect should be submitted along with the technical bid on company letter head as per Annexure-I.
- 6.10. The firm must have a valid GST Registration Certificate by showing the registered office address, GST no., Contact no. & person. (Attach self-attested copy)

Note: It is mandatory to provide all the valid & readable supporting documents as proof in respect of the mandatory eligibility criteria mentioned above Eligible bidders must also satisfy the following conditions:



7. EVALUATION OF BIDS

7.1. EVALUATION CRITERIA (TECHNICAL BID)

Following are criteria for technical evaluation:

Bids of only those bidders shall be evaluated who have fulfilled the Minimum Eligibility Criteria (Technical Bid) mentioned in Clause 06:MANDATORY PREQUALIFICATION CRITERIA FOR BIDDER

Bids shall be evaluated by the following marks-based system

<u>Sl. No.</u>	<u>Evaluation Criteria</u>	<u>Submission Requirement</u>	<u>Marks</u>	<u>Documentary Proof Required</u>	<u>Marks Allotted</u>	<u>Remarks</u>
1	Annual Turnover (Average of Last 3 Financial Years)	More than Rs.16 Crore per year	20	CA-certified Turnover Statement / Certificate		
		Rs. 12 Crore to Rs. 16 Crore per year	15			
		Less than Rs.12 Crore per year and greater than or equal to Rs. 8 crore	10			
2	EPF Compliance (In support of the contract submitted in Pre-qualification clause 6.3)	Submission of EPF Challans	5	Clear copies of EPF challans		
3	ESI Compliance (In support of the contract submitted in Pre-qualification clause 6.3)	Submission of ESI Challans	5	Clear copies of ESI challans		
4	Experience in Providing Security Services (Last 3 FYs: 2022-23, 2023-24, 2024-25) (a) Three similar completed services \geq Rs.7.00 Crore per annum OR (b) Two similar completed services \geq Rs.8.00 Crore per annum OR (c) One similar completed service \geq Rs. 13.00 Crore per annum	In Institutes of National Importance	20	Work Orders & Performance Certificates with value		
		In other Govt. Deptts / PSUs / Autonomous Bodies	15			
		Any other organizations	10			



5	Labour License / Registration under Contract Labour Act issued from Assistant Labour Commissioner (Central) Regional Labour Commission (Central)	More than 500 workers	5	Clear copy of valid Labour License issued by ALC (Central)/ RLC		
		100–500 workers	2			
6	Branch Office / Registered Office Location	Within 250 km from IIIT-Allahabad	10	GST Registration / Address Proof		
		Beyond 250 km	5			
7	Training Infrastructure (as per PSARA Act, 2005)	Capacity to train more than 100 personnel	10	Proof of Training Centre & Training Modules		
		Capacity to train 50–100 personnel	5			
Total (A)						

8.	Interaction with Selection Committee		
i	<p>The presentation shall be made only by those bidders who meet all eligibility criteria as stipulated in the Security Service Contract of the bid documents. The presentation shall include, but not be limited to, an overview of the company, organizational strength, client list, performance in similar assignments, financial strength, awards, recognitions, notable achievements, and any other specific accomplishments relevant to the scope of work.</p> <p>If deemed necessary, the Designated Evaluation Committee may conduct a site visit to the Branch Office or Registered Office of the bidder for verification of credentials, infrastructure, and operational capability.</p> <p>The original copies of all documents uploaded with the bid shall be produced and verified at the time of presentation, prior to finalization of the tender.</p> <p>The date, time, and venue of the presentation shall be communicated to the shortlisted bidders in due course.</p>	25	Any of the Active Partner will be required to present himself/ herself before the Committee.
	Total (B)	25	
	Total Marks (A) +(B)	100	

NOTE: The Price Bid shall be opened only for those bidders who secure the minimum qualifying marks of 60% in the Technical Evaluation. Accordingly, bidders must obtain at least 60 marks out of a total of 100 marks in the Technical Bid to be considered technically qualified. Bidders scoring less than 60 marks shall be treated as technically non-responsive, and their Price Bids shall not be opened.



7.2. **EVALUATION CRITERIA (FINANCIAL BID)**

For evaluation of Bids, only Service Charge (in %) quoted by each Bidder shall be considered for QCBS calculations.

NOTE: Bidder quoting Service Charge below 3.85% shall not be considered.

The Institute reserves the right to seek clarifications on any of the claims submitted by the bidders.

As per Office Memorandum (O.M.) No. F-6/1 dated 06.01.2023 issued by the Department of Expenditure, Ministry of Finance, Government of India, the service charges for commission-based manpower outsourcing services shall be not less than 3.85% and shall not exceed 7.00% in any case, in accordance with the applicable Government orders. Any bid quoting service charges outside this prescribed range shall be treated as non-responsive.

8. **AWARD OF CONTRACT**

- 8.1. Two bid systems shall be adopted, i.e. 2 (two) envelope / Cover (**1st Envelop for Techno-Commercial Offer or technical bid & 2nd envelope for Financial bid or schedule of rate only**).
- 8.2. The final selection of the successful bidder from the technically qualified bidders be done by QCBS method with 70% weightage of Technical score and 30% weightage of Financial Score considering the technical bid and financial bid using the following criteria: -

TECHNICAL SCORE = $100 \times \frac{\text{TECHNICAL MARKS OF THE BIDDER}}{\text{HIGHEST TECHNICAL MARKS SCORED AMONG ALL BIDDERS}}$ (Adjust to two decimal places)

FINANCIAL SCORE = $100 \times \frac{\text{FINANCIAL PROPOSAL OF LOWEST BIDDER}}{\text{FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION}}$ (Adjust to two decimal places) THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = $(\text{TECHNICAL SCORE} \times 0.70) + (\text{FINANCIAL SCORE} \times 0.30)$ (Adjust to two decimal places)

- 8.3. **The firm with the highest composite score will be declared as a successful bidder.**

- 8.4. Tie Breaking Clause:

In case more than one bidder will obtains highest composite score, then the following criteria will be adopted for tie-breaking in order of merit:-

- a) The bidder having the highest average annual turnover for the last three financial years would be awarded the bid. For financial soundness, Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant must be submitted for the last three financial years. The Profit & Loss Account and Balance Sheet should be accompanied by supporting schedules.
- b) In case more than one bidder satisfies (i) as mentioned above, then the one having longer years of experience as a Security Agency will be awarded the bid.



NOTE

- a) The Institute reserves the right, without being liable for any damages or obligation to inform the bidder, to:
 - Amend the scope and value of the contract.
 - Reject any or all the applications without assigning any reason.
- b) Any effort on the part of the bidder or his agent to exercise influence or to pressurize the Institute official would result in rejection of his bid. Canvassing of any kind is prohibited.



9. AFTER AWARD OF CONTRACT

1. The successful bidder shall execute and sign the Agreement within fifteen (15) days from the date of issuance of the Work Order/Contract. Failure to execute the Agreement within the stipulated period shall render the Work Order/Contract liable to cancellation/annulment forthwith, without any further notice.
2. The issuance of the Work Order to the successful bidder shall constitute the award of contract, with collateral and binding effect from the terms and conditions of the Tender Invitation Notice and the formal Agreement executed on non-judicial stamped paper, all of which shall collectively form the contractual obligations. Any non-performance or breach of these obligations shall make the bidder liable for consequential actions and effects as per applicable rules and terms of the contract.
3. The successful bidder will be required to deposit with the Institute Rs 80 lakhs (Rupees Eighty Lakhs) only as Performance Guarantee (PBG) for the entire duration of the contract.
4. The successful bidder shall Deploy and Commence the Security Services at IIIT-A within 21 Days from the date of award of the Work Order/Contract. In the event of failure to commence the services within the stipulated period, the Institute shall be at liberty to forfeit the Earnest Money Deposit (EMD) and proceed to appoint another agency, as deemed fit, without any further notice to the defaulting bidder.



10. ANNEXURES

10.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated: / / 2026

To,
Registrar
Indian Institute of Information Technology
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Submission of Bids against Tender Ref. No.: IIT-A/SP/1101/2607/2026.

We, the undersigned, declare that:

1. We have examined and accepted all the terms and conditions of the tender reference number _____ and ready to offer the required services accordingly required in the tender document.
2. We offer to execute in conformity with the Bidding Documents for “ **Providing Round the Clock Security Services in the Campus of IIT-A on Outsourcing Basis** ”, at IIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security within 15 days from the date of issuance of the work/supply order.
5. **We also declare that the Government of India / any other Government body/ any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.**
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation
(To be printed on Bidder's letterhead)



10.2 ANNEXURE – II : CHECKLIST FOR BID SUBMISSION

NOTE:

It is mandatory to provide the desired information in the below format duly signed with date and seal of the firm, after page numbering on all the pages that is being uploaded for consideration during technical evaluation.

Please ensure to upload only required documents related to this tender. In addition, please do not upload any document more than once.

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
1	2	3	
1	Confirm that you have submitted your bid for “ Providing Round the Clock Security Services in the Campus of IIT-A on Outsourcing Basis ” at IIT-A.	CONFIRMED / NOT QUOTED [Strike out whichever is not applicable]	
2	Confirm that you have attached the documentary evidence as desired in Mandatory Pre-Qualification Criteria for Sl no. 6.1 to 6.10.	CONFIRMED(YES/NO)	
3	Confirm that you have attached the documentary evidence as desired in Mandatory Pre-Qualification Criteria for Sl no. 6.7 (Solveny Certificate or Net worth Certificate)		
4	The bidder should have submitted annual turnover for the Last 3 financial years (2021-22, 2022-23, 2023-24). Audited and certified copies of balance sheet, letter mentioning turnover and profit and loss statement of these three years duly certified by chartered accountant should be submitted for sl. No. 6.8 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO) Turnover in Rupees 2021-22 _____ (Rs), 2022-23 _____ (Rs), 2023-24 _____ (Rs)	
5	Confirm that you have attached the documentary evidence as desired in mandatory pre-qualification criteria sl. No. 6.6	CONFIRMED(YES/NO)	
6	Confirm that the bidder must not have been blacklisted by any IIT/IIT/NIT/ Government Department /PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at the time of submission of bid for sl. No. 6.9 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO)	
7	Confirm that the company must have its GST Registration certificate for sl. no. 6.10 as desired in mandatory pre-qualification criteria	CONFIRMED(YES/NO) GSTN NO _____	
8	Copy of PAN, Income Tax Return certificate submitted.	CONFIRMED (YES/NO) PAN NO _____ (MENTION THERE), INCOME TAX RETURN CERTIFICATE LAST THREE YEARS AS PER TENDER DOCUMENTS.	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
9	HSN CODE(if Applicable)	CONFIRMED(YES/NO)	
10	Confirm that the duly filled and scanned copy of all ANNEXURES submitted.	CONFIRMED(YES/NO)	
11	Confirm that Bidder's Bid is based on total compliance to the provisions of Tender document and subsequent amendment and corrigendum, if any, without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document	CONFIRMED(YES/NO)	
12	Confirm that the bidder accept all the terms and condition, methodology, General conditions of contract and all Annexure of entire tender documents.	CONFIRMED(YES/NO)	
13	Confirm that proof of remittance with transaction number of EMD / exemption certificate is attached.	CONFIRMED(YES/NO)	
14	Confirm that proof of remittance with transaction number for Bid/Tender Submission Fees	CONFIRMED(YES/NO)	



10.3 ANNEXURE – III: BILL OF QUANTITY (BOQ)

**BILL OF QUANTITY FOR PROVIDING ROUND THE CLOCK SECURITY
SERVICES IN THE CAMPUS OF IIT-A ON OUTSOURCING BASIS**

BILL OF QUANTITY

SECURITY MANPOWER WAGES (WAGES COMPONENT)

Sl. No.	Category	Strength (Approx.)	Wages
1.	General duty guards including 03 lady guards.	135	As per Minimum Wages Act-1948 revised from time to time applied for Central Government organization for Watch and Ward category without arms. <u>NOT TO BE QUOTED HERE</u>
2.	Armed Security Guard	06	As per Minimum Wages Act-1948 revised from time to time applied for Central Government organization for Watch and Ward category with arms. <u>NOT TO BE QUOTED HERE</u>
3.	Security Supervisor	06	As per Minimum Wages Act-1948 revised from time to time applied for Central Government organization for Watch and Ward category with arms. <u>NOT TO BE QUOTED HERE</u>
4.	Service/Administrative Charges	<u>NOT TO BE QUOTED HERE</u>	

1. Number of Personnel Guards/General duty / Armed / Supervisor may vary upto the 10% of the agreed numbers at any time.
2. Institute will deduct TDS as per rules on the bill amount alongwith all other statutory dues as applicable from time to time. Bidders may take care of the same while quoting Service Charges.
3. The quoted rates should be inclusive of all taxes; levies, statutory liabilities, bonus to the personnel employed for the work, if any, accidental expenses incurred by the company in execution of the work, minor equipment profit & overheads of the company and any other known and unforeseen expenses. The rates shall be net and nothing extra shall be payable over and above the accepted rates.
4. The rates of the individual items accepted by the Institute shall remain valid for the modified numbers also and no claim on account of curtailment / additional quantum of work shall be entertained by the Institute.
5. The institute has the right to engage any other firms too, any time whenever it felt its requirement.
6. Payment of “Security Service Outsourcing” shall be as per rules of “The Minimum Wages Act 1948” applied for Central Government amended from time to time.
7. Quoted Service charges should be sufficient to meet out the statutory deductions.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



10.4 ANNEXURE – IV: UNDERTAKING

To,

Registrar

Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

UNDERTAKING

I, _____, of M/s. _____ having registered office at _____, do hereby undertake that my company, M/s. _____, will not withdraw or modify its bids submitted for Tender No. _____ dated _____ for the “ **Providing Round the Clock Security Services in the Campus of IIIT-A on Outsourcing Basis**” during the period of validity of the bids.

I, further undertake to have understood that if my company M/s. _____ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security within the stipulated deadline if the work is awarded to it, M/s. _____ will be suspended for a specified time period at least for two years from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.

I, further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



10.5 ANNEXURE – V: DECLARATION

DECLARATION

(Regarding ownership and / or employment of IIIT-A Employees)

(To be filled in by the tenderer, signed and submitted along with tender papers.)

Ref. No.: IIIT-A/SP/1101/2607/2026

Date: / /2026

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIIT-A during the last two years.

I/We hereby declare that I/We or partners of directors are not related to any employees of IIIT-A

Sl no	Name of person	Date of leaving IIIT-A	Reason for leaving IIIT-A

OR

I/We hereby declare that the following persons employed in IIIT-A and any other IIIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl no	Name of person	Designation and Name of project or Office of IIIT-A	Relationship

Note: The near relative shall include wife, husband, parents and grandparents, children and grandchildren, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

(Signature of Tenderer)

(Name)

Witness Signature

Name:

Place:

Date:

Note:

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



10.6 ANNEXURE – VI: BIDDER DETAILS

Sl.	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	Registered office Name	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.
		e.

(Signature of Tenderer/Contractor)

(Name)

(Seal)

Place:

Date:



**10.7 ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS
TRANSFER & DETAILS OF BID SECURITY TRANSACTION**

Ref. No.: IIIT-A/SP/1101/2607/2026

Date: / /2026

To,
Registrar
Indian Institute of Information Technology Allahabad
Deoghat, Jhalwa
Prayagraj - 211015

Sub: Authorization for release of payment/ dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.

1. Name of the Party/Firm/Company/Institute: _____
2. Address of the Party: _____
City: _____ Email ID: _____ Mobile: _____
Permanent Account Number: _____
3. Particulars of Bank:
Bank Name: _____ Branch Name: _____
Branch Place: _____ Branch City: _____
PIN Code: _____ Branch Code : _____
IFSC Code (11 Digit Alpha-Numeric Code): _____
Account Type: Savings/ Current/ Cash Credit: _____
Account Number: _____

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not affected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Details of BID SECURITY are as follows (if submitted, attach a photocopy)*:

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transfer online			If MSE (mention YES)
				Mention NEFT/RTGS	Transaction no.	Transaction date	

*Attach a photocopy of proof regarding submission of bid security amount/ MSE Registration Certificate



10.8 ANNEXURE-VIII AGREEMENT

An agreement made this on _____ day of _____ between Registrar, Indian Institute of Information Technology, Allahabad (herein referred to as Employer) of the part and M/s _____ (herein referred as the Contractor of the other part).

Whereas in response to call for tender for the _____ as per tender paper at _____ hereto contractor has submitted a Tender as per Annexure 'A' hereto and whereas the said Tender of the contractor has been accepted the total estimated contract value of Rs. _____ as per copy of letter of acceptance of Tender No. _____ Dated _____ completed with enclosures at the accepted rates and agreed deviations from Tender Papers as per annexure hereto. Now this agreement witness that consideration of premises and the payment to be made by the Employer to the contractor provided for herein below the contractor shall supply all equipment's and materials and executed and perform all works for which the said Tender of the contractor has been accepted strictly according to the various provisions in Tender papers hereto and upon such supply execution and perform to the satisfaction of the Employer, the employer shall pay to the contractor at the several rates accepted as per the said annexure and in terms of provisions herein.

In witness whereof the parties have here unto set and subscribed their respective hands and /or seals the day and years respectively mentioned against their respective signatures.

Signed and delivered at _____ by Sri _____ For and on behalf of M/s _____ the contractor within named in the presence.

Authorized Signatory

Witness:

1. Signature

Name in Block Capitals _____

Address _____

2. Signature

Name in Block Capitals _____

Address _____

Signed and delivered at _____ by Sri _____ Registrar, Indian Institute of Information Technology, Allahabad in the presence of:

Registrar

Witness:

Signature

Name in Block Letter _____

Address _____

Signature

Name in Block Letter _____

Address _____



10.9 APPENDIX - IX: NET WORTH CERTIFICATE

(CERTIFIED BY CHARTERED ACCOUNTANT)

(To be printed in Letter head of Chartered Accountant)

This is to certify that as per the audited Balance Sheet and Profit & Loss statement of the account during the financial year, the net worth of M/s./Sh.....(Name & Registered Address of individual/ firm/ company) as on 31.3.2025 is Rs..... (Rupees.....) after considering all liabilities. It is further certified that the net worth of the company has not eroded by more than 30% in the last three years ending on 31.3.2025.

.....
(Signature of the Chartered Accountant)

.....
(Name of the Chartered Accountant)

.....
(Membership No. of ICAI)

.....
(Date & Seal)



11.10 APPENDIX - X: SITE VISIT REPORT UNDERTAKING

(On the letter head of the bidder)

I/We _____, the authorized representative of M/s _____ have visited the site for requirement gathering and to understand the existing infrastructure and on-ground conditions regarding **Providing Round the Clock Security Services in the Campus of IIIT-A on Outsourcing Basis.**

The site visit was conducted on _____ (Date), to understand the scope of work, assess the actual site conditions, and gather relevant information necessary for the preparation and submission of our proposal in response to the Tender.

This declaration is made in full acknowledgment of the importance of understanding the work site prior to submission of Tender.

Signature of Bidder

Contact Number _____

Signature & Seal of Institute Official

Note: For this purpose, bidders/contractor shall communicate to Institute via (E-mail ID-cheifproctor@iiita.ac.in/amrendra@iiita.ac.in) indicating their intention to visit the site on working days (Monday to Friday- on working days) between 10:00 AM to 05:00 PM along with the intended date of visit and the details of their visiting representatives at least 1 (one) day before their intended visit. Institute shall communicate its response to the interested bidders/ proposers who are planning to visit the site at the earliest approving the date of visit or may specify another date as it may consider suitable.



10.11 APPENDIX - XI: INTEGRITY PACT

INTEGRITY PACT	IITA
-----------------------	-------------

To,

.....

.....

.....

Sub: Ref. No.- IIT-A/SP/1101/2607/2026 for Providing Round the Clock Security Services in the Campus of IIT-A on Outsourcing Basis

Dear Sir/Madam,

It is hereby declared that IITA is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject **Notice Inviting Tender** is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/ bid documents, failing which the tenderer/ bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the IITA.

Yours faithfully,

Deputy Registrar (S&P)
IIT-A



(to be printed on Supplier's letterhead)

To,
Deputy Registrar, (S&P)
IIIT, Allahabad

Sub: Submission of Tender for the work/supply of _____.

Dear Sir/Madam,

I / We acknowledge that IIITA is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender / bid document.

I / We agree that the Notice Inviting Tender (IIIT) is an invitation to offer made on the condition that I / We will sign the enclosed Integrity Agreement, which is an integral part of tender documents, failing which I / We will stand disqualified from the tendering process. I / We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the IIITA.

I / We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender / bid is finally accepted. I/ We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with the **Commitments of the BUYER** of the enclosed Integrity Agreement.

I / We acknowledge that in the event of my / our failure to sign and accept the Integrity Agreement, while submitting the tender / bid, IIITA shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender / bid in accordance with terms and conditions of the tender / bid.

Yours faithfully,

(Duly authorized signatory of the Tenderer / Bidder)



(to be printed on Supplier's letterhead)

INTEGRITY PACT

General

This prebid precontract Agreement hereinafter called the Integrity Pact is made on day of the month of , between, on one hand, the **Indian Institute of Information Technology, Allahabad** acting through Faculty In-Charge Purchase, of Indian Institute of Information Technology, Allahabad hereinafter called the “BUYER” of the First Part and M/s..... represented by Shri , Director /Chief Executive Officer/ General Manager / Proprietor hereinafter called the “BIDDER/Seller” of the Second Part.

WHEREAS the BUYER proposes to procure

.....

(Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Autonomous Body/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE,

to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :

Enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:



Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.
- 1.2 The BUYER will, during the precontract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS :

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any precontract or post contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:
 - 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
 - 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the Contract or any other Contract with the Government.
 - 3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
 - 3.4 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.
 - 3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defense stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
 - 3.6 The BIDDER, either while presenting the bid or during precontract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
 - 3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
 - 3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
 - 3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans,



- technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.
The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

A. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

A. Earnest Money Deposit

- 5.1 While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIIT Allahabad through the following instruments:
- (i) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the IIIT Allahabad shall be treated as conclusive proof of payment.
- 5.2 The Earnest Money shall be valid up to a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
- 5.3 In case of successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- 5.5 In case of successful BIDDER, EMD will be returned within 15 days from the date of submission of Performance Guarantee Bond.

6. SECURITY DEPOSIT /PERFORMANCE GUARANTEE :

- 6.1 Performance Guarantee Bond is mandatory.
- 6.2 Successful tenderer/ bidder should submit performance guarantee as prescribed above to be received in the office of Deputy Registrar(S&P), IIITA on or before 15 days from the date of issue of order acknowledgement. The performance guarantee bond to be furnished in the form of Bank Guarantee as per proforma or annexure of the tender documents, for an amount as mentioned in the tender document.
- 6.3 The Performance Guarantee should be established in favour of "IIIT Allahabad" payable at Allahabad.
- 6.4 Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms and conditions of acceptance to tender.
- 6.5 The successful tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.



6.6 The performance guarantee bond shall be kept valid during the period of contract and shall continue to be enforceable initially for a period of fifteen months from the date of commencement of contract.

7. SANCTIONS FOR VIOLATIONS

7.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- VI. To immediately call off the precontract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
 - A. The Earnest Money Deposit (in precontract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
 - (iii) To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.
 - b. To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
 - c. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
 - A. To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - a. To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.
 - b. To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
 - c. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
 - i. Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at Para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act 1988 or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.

3. FALL CLAUSE

8.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other department of State Government/ Central Government or PSU and if it is found at any stage that similar product/system or subsystem was supplied by the BIDDER to any other Department of State Government/ State Government or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

1. INDEPENDENT MONITORS



- 9.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Chief Vigilance Officer, Indian Institute of Information Technology, Allahabad).
- 9.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 9.3 The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.
- 9.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.
- 9.5 As soon as the Monitor notices, or believes to notice, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 9.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- 9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 9.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

a) **FACILITATION OF INVESTIGATION**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

8. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and Jurisdiction is the Seat of the BUYER.

d. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

2 VALIDITY

13.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

14. The Parties hereby sign this Integrity Pact at _____ on _____.

BUYER

Deputy Registrar, (S&P), IIIT Allahabad

BIDDER

Signature with seal

Witness

1. _____

Witness

1. _____

(Indenter)

2. _____

2. _____