



Indian Maritime University, Mumbai Port Campus  
(A Central University, Govt. of India  
Hay Bunder Road, Sewri, Mumbai-400033.  
Call us: 91-22-23719931/32/42/44/46

**Tender No.IMU-MPC/2018/Security/1186**

**07.12.2018**

**TENDER NOTIFICATION**

Sealed tenders in two bid system are invited from reputed and established Service Providers for providing Security Services in Indian Maritime University, Mumbai Port Campus. The Tender Document can be downloaded at free of cost from IMU-MPC's website [www.imumumbaiport.ac.in](http://www.imumumbaiport.ac.in) from 07.12.2018 onwards. There shall be a pre-bid meeting on 12.12.2018. Last date for receiving tender at IMU-MPC is 14:00 Hrs. on 21.12.2018.

**Director (i/c)**

## TENDER ABSTRACT

1	Title	:	Tender for providing Security Services at Indian Maritime University- Mumbai Port Campus
2	Notice Inviting Tender No.	:	Tender No. <b>IMU-MPC/2018/Security/1186</b> dated 07.12.2018
3	Tender document download date	:	07.12.2018
4	Pre bid meeting	:	05:00 Hrs on 12.12.2018, Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Sewri, Mumbai-400033.
5	Last date and time for receipt of bids	:	14:00 Hrs on 21.12.2018
6	Date and time for opening of Technical bid	:	14.30 Hrs on 21.12.2018
7	Date and time for opening of Financial bid (for technically qualified bidders )	:	To be intimated later
8	Period of contract	:	The contract will be initially for a period of one year, extendable by another two years, one year at a time subject to the satisfactory performance of the Service Provider at the same rate, terms and conditions and at the sole discretion of IMU-MPC- Mumbai Port Campus.
9	Estimated cost of the Tender	:	Rs.70 lakhs (approximately)
10	Validity of tender offers	:	90 days from date of opening of Technical bid.
11	EMD Amount	:	Rs.1,40,000/- in form of Demand Draft payable in favour of Indian Maritime University, Mumbai Port Campus payable at Mumbai.
12	Security Deposit (for finalized bidder only)	:	5% of the initial contract value in the form of Demand Draft payable in favour of Indian Maritime University, Mumbai Port Campus payable at Mumbai and 5 % of in every Running Account (RA) bill
13	Address for Submission of Tender	:	Dy. Registrar, Indian Maritime University Mumbai Port Campus Hay Bunder Road Sewri, Mumbai-400033. Tel:23747020 Email: dradmin.mumbaiport@imu.ac.in

## 1. Introduction:

The Indian Maritime University-Mumbai Port Campus (IMU-MPC) is a Central University, established under the Act of Parliament in 2008. IMU-MPC invites sealed Tender from Service Providers for providing Security Services at IMU-MPC which falls under Area A classified by Ministry of Labour and Employment.

## 2. Instructions to Bidders:

### 2.1. General Instructions:

- 2.1.1. IMU-MPC invites sealed tenders under two bid system for providing Security Services at IMU-MPC. The tenders shall be submitted in accordance with condition stipulated in tender in a sealed cover duly super scribed with the name of the tender on the envelope. The tenderers should be of reputed and experienced contractors who have undertaken work of similar nature and magnitude in Government organizations/Large scale industries/MNCs/Other reputed organizations as specified in eligibility criteria.
- 2.1.2. Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in two separate sealed envelopes, Cover –I (**Technical Bid**), should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Annexure A, Annexure B, etc. This cover should be sealed and super scribed as “**Technical Bid**”. Cover –II (**Price Bid**), should contain only Price Bid (Annexure E)-This cover should be sealed and super scribed as “**Price Bid**”. **Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, super scribed as “Tender for providing Security Services at IMU-MPC”**. The bids should reach latest by 14:00 hrs on 21.12.2018.
- 2.1.3. Sealed bids should be dropped in the Tender Box at Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Sewree, Mumbai-400033 or sent by registered post in the address mentioned for communication below and to reach this office by due date and time. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
- 2.1.4. A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by this office prior to deadline prescribed for submission of bids. No bid shall be modified after the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.
- 2.1.5. **The bidders should submit all details, documents etc. as required in the tender document duly signed on each page. All the pages of tender document including the documents enclosed with it should be serially numbered. The total number of pages should be mentioned in the forwarding letter. In case bidder fails to do so, the offer will be considered as unsolicited bid and IMU-MPC will reject the bid without seeking any further clarification.**
- 2.1.6. The bidder shall submit the copy of the tender document, corrigendum and addenda thereto, if any, with each page signed and stamped to confirm the acceptance of the

entire terms and Conditions of the tender.

2.1.7. All communications with regard to this tender to be addressed to:

**The Director (I/C),  
Indian Maritime University  
Mumbai Port Campus  
Hay Bunder Road, Mumbai - 400033  
Tel: (22)-23719932/36/40/41/44/46      Extn:1111  
Email ID: director.mumbaiport@imu.ac.in**

- 2.1.8. IMU-MPC at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU-MPC website and all bidders are requested to visit the website for latest updates.
- 2.1.9. IMU-MPC reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
- 2.1.10. IMU-MPC reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
- 2.1.11. IMU-MPC shall notify the successful bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-MPC will issue the Award letter to the successful bidder. This award letter shall indicate the details of services to be supplied by the bidder and the amount which IMU-MPC shall pay to the successful bidder in consideration of the execution of the contract by them.
- 2.1.12. Upon receipt of the Work Order by the Contractor, he shall execute an agreement on stamp paper for value of Rs.100/- (Rupees Hundred only) within 30 days from the date of receipt of Work Order.
- 2.1.13. Quoted rates must be valid for 1 year from the date of issue of work order and subsequent extension, if any.
- 2.1.14. Successful bidder will nominate an Officer/Manager as single point of contact to IMU-MPC to promptly address the issues raised by this Office.
- 2.1.15. The bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable to the Security Services and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.
- 2.1.16. The bidder must comply with all the requirements of the Statutory Authorities under Contract Labour Act, PF Act, ESI Act, Gratuity, Payment of Bonus Act, Professional Tax, Workmen's Compensation Act etc., including remittance of monthly contributions with authorities concerned in respect of the security staff concern. Proof of remittance of previous months' recoveries (copies of challan) to be attached to every invoice claiming salary for the Security staff.
- 2.1.17. The bidder shall note that no alternative or counter or qualifying tender conditions by the bidder will be acceptable to IMU-MPC. Tenders containing any qualifying conditions or even bidder's clarifications in any form may be treated as non-responsive and will run the risk of rejection. In general, printed terms & conditions shall not be accepted.
- 2.1.18. Bidder who submits more than one tender will be disqualified.

## 2.2. Pre-bid Meeting and Clarification:

IMU-MPC shall organize a pre bid meeting on the scheduled date, time and venue as mentioned in Tender Abstract, at Indian Maritime University, Mumbai Port Campus, Hay Bunder Road, Sewree, Mumbai-400033.

The prospective bidders shall submit their queries in writing in prescribed format below in writing to the address mentioned in the invitation of tenders or E-Mail to [dradmin.mumbaiport@imu.ac.in](mailto:dradmin.mumbaiport@imu.ac.in), three days before the pre-bid meeting and the same shall be clarified during the pre-bid meeting.

Sl.No.	Clause No. & Page No.	Reference Clause Details	Clarification Sought

IMU-MPC may or may not incorporate any changes in the Tender document based on acceptable suggestions received during the Pre-Bid meeting. The decision of IMU-MPC regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

## 2.3. Response to queries and issue of amendments:

- 2.3.1. IMU-MPC will respond to any valid request for clarification, received four days prior to the last date for submission of tender. IMU-MPC decision is final and binding with regard to interpretation of terms used or other tender contents.
- 2.3.2. IMU-MPC may, for any reason, suo motu or in response to a clarification by a prospective bidder or bidder, modify the tender documents by amendments (through addenda / corrigenda etc.)
- 2.3.3. Any such amendments will be informed to all the participants in the pre-bid meeting besides hosting on IMU-MPC website. All the bidders who had downloaded the Bid Document shall verify, whether any such amendments have been issued by IMU-MPC, before submitting their bid and shall take cognizance of and include such amendment(s) in their submission. In any case, the amendment(s), if any, shall be binding on the Bidder.
- 2.3.4. Any such corrigendum/addendum shall be deemed to be part or incorporated into this NIT.
- 2.3.5. In order to provide prospective bidders reasonable time for taking the Corrigendum/modifications into account, IMU-MPC may, at its discretion, extend the last date for the receipt of Bids. However, no such request in this regard shall be binding on IMU-MPC.
- 2.3.6. It is the responsibility of the bidder to check the website of IMU-MPC from time to time for updates.

## 2.4. Cost of Bidding:

The bidders shall bear all costs, efforts or their time associated with the preparation and submission of their bids and the IMU-MPC will in no case be responsible or liable for those costs / efforts / time, regardless of the conduct or outcome of the tendering process or the cancellation, if any, of tender by IMU-MPC, due to any reason whatsoever and at any stage of the tender (IMU-MPC is not responsible, if there is a cancellation even after price bid opening).

## **2.5. Completeness of Tender:**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the tender document. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the bidder's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the bidder if complete Information as called for in the tender document is not given therein, or if particulars asked for in the forms / pro-forma in the tender are not fully furnished.

## **2.6. Deadline for Submission of Proposals:**

Tenders must reach the Dy. Registrar's office through speed post/ courier or to be dropped in to the box placed in the Dy. Registrar's Office, IMU-MPC, prior to the last date & time for submission, specified in the abstract. IMU-MPC may, at its sole discretion extend the date and time for submission of tenders. Any updates with regard to such extension or any other communication intended for the bidders / prospective bidders will be made only through IMU-MPC's website stated above. Any tender received after the last date and time for submission of tenders prescribed will be rejected.

## **2.7. Late Proposal:**

Any proposal received by IMU-MPC after the deadline for submission of proposals prescribed by IMU-MPC, will be rejected and kept as an unopened Tender.

## **2.8. Modification and withdrawal of bids:**

- 2.8.1. The bidder may be allowed to modify or to submit revised bid due to corrigendum, addendum, etc., issued by IMU-MPC, any time prior to the last date prescribed for receipt of bids, by giving a written notice to the IMU-MPC.
- 2.8.2. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Proposal.
- 2.8.3. Subsequent to the last date for receipt of bids, no modification of bids shall be allowed. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the of bid validity period specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security/EMD.

## **2.9. IMU-MPC's Right to accept and to reject any or all proposals:**

Notwithstanding anything else contained to contrary in this Tender Document, IMU-MPC reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Proposals at any time prior to the award of work, without incurring any liabilities in this regard.

## **2.10. Rejection of Bids:**

The bids will be rejected on following grounds:

- a) If any of the eligibility criteria as per the qualification criteria is not met
- b) EMD not submitted

- c) If tender terms and conditions are not met
- d) If bidder gives wrong information in the bid
- e) Canvassing in any form in connection with the bids
- f) If the bid is incomplete /partial bid/ conditional/unclear in any form
- g) Bids submitted after due date and time
- h) Bids are submitted through Telex/Fax/ e-mail (i.e. modes other than by way of speed post/ courier/ dropping in the box provided)
- i) Erasure and/or overwriting (if not countersigned by authorized person)
- j) If not complying 2.1.5.

**2.11. Bid validity**

Tenders shall remain valid for 90 days from the last date for submission of tender.

**2.12. Bid Evaluation:**

- 2.12.1. Tenders will be opened at the IMU-MPC, Hay Bunder Road, Sewree, Mumbai-400033 at **14:30 hours on 21.12.2018**. Any bidder who are willing to observe the tender opening, may, in person or through his authorized representative, be present at the venue and witness the tender opening. In case of authorized representative, bidder should send a letter of authorization containing the specimen signature of their representative who is deputed to be present at the time of opening of tender. Representatives without carrying the letter of authorization will not be permitted to witness the opening of the tender. The maximum number of representatives that a bidder can depute to witness the opening of the tender will be limited to one.
- 2.12.2. The bidder or his authorized representative who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared as a holiday for the IMU-MPC, the tender shall be opened at the specified time on the next working day.
- 2.12.3. The information furnished by the bidder in Cover - I in the prescribed format supplied by the IMU-MPC- Headquarters will form the basis for the evaluation. In exceptional cases IMU-MPC or his representative reserves the right to obtain the clarifications from any of the bidder without vitiating the tendering process. If, in the opinion of the IMU-MPC, information and documents supplied in support of the tender do not indicate meeting the requirements of the tender specifications, the tender may be determined as non-responsive and may be rejected by the IMU-MPC.
- 2.12.4. The Cover- II -Price Bids will be opened in the presence of the technically qualified bidders or their authorized representatives, if they choose to attend and be present. The procedures and number of participants etc., for opening Cover - II will be the same as the procedures outlined in Clause (2.12.2) & (2.12.3).
- 2.12.5. Bids with 'NIL' or 'COMPLEMENTARY' Administrative/ Agency charges shall not be considered and the bids will be summarily rejected.

As provided in the price bid format (Annexure E), the prospective bidders have to quote the price for all the components independently. The bidder shall be required to quote

service charges per contract employee. While quoting the service charge **it shall be borne in mind by the bidder that mere quoting of lowest service charge will not form the only criteria for awarding of the contract or parameter for deciding the L1 party.** The rate quoted shall be workable/reasonable/rational, which leaves no scope for malpractices, after award of the tender. The decision pertaining to service charge being workable/reasonable/rational will be taken by the Purchase Committee constituted for the tender. The committee's decision shall be binding on the bidder and no claim what so ever shall be made by the bidder after award of the tender. The amount quoted for providing Security services must be inclusive of all factors including manpower engagement, contractor's service charges etc. No ambiguity should be there in the quoted price and the rate must be strictly as per the price bid format.

Under Cover II, the bidder who quoted the lowest (L-1) Price (**as mentioned above**) will be awarded the work. In case the financial bid of more than one agency is same as L-1, then IMU- Mumbai Port Campus will be assigning marks to various eligibility parameters like turnover, number of years of relevant experience etc. of such L-1 bidders and work will be awarded to the bidders who score highest marks, among the L-1 bidders.

The Price bid is to be quoted after considering Minimum Wages for Zone 'A', as prescribed by Ministry of Labour & Employment, Govt. of India, as applicable for providing Unskilled, Semi-skilled and skilled manpower as on the date of issue of this Tender. ESI, PF, Bonus & other statutory requirements (for providing unskilled, Semi-skilled and skilled manpower) should not be less than the statutory provisions/Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.

2.12.6. Site Visit:

The bidder is advised to visit the site and surroundings where the security services are to be provided and acquaint himself with the operational system and understand the information that may be required for the preparation of the tender and for entering into contract for providing security services. The costs of visiting the site shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site and is aware of operational conditions prior to the submission of the tender documents. Permission, if required, to visit the site will be given during the tender period on application to:

**The Director (I/C),  
Indian Maritime University  
Mumbai Port Campus  
Hay Bunder Road, Mumbai - 400033  
Tel: (22)-23719932/36/40/41/44/46      Extn:1111  
Email ID: director.mumbaiport@imu.ac.in**



- 2.12.7. The contract period shall be deemed to have been commenced from the date on which the contractor takes over the site based on Instruction from IMU-MPC to commence or the 10th day of instruction by IMU-MPC to start the work, whichever is earlier.
- 2.12.8. The tender document should bear the full signature of the tenderer or if the tenderer is partnership firm, then tender should bear the full signature of all the partners or the signature of the person holding power of attorney on behalf of the such tenderer and in case the tenderer is a Pvt. Ltd. or Public Ltd. Co. by any competent/ authorized person duly authorized by an official not below the rank of Director or Chief Executive or the Board.

### **3. Earnest Money Deposit:**

- 3.1. Tender should be accompanied by an Earnest Money Deposit (EMD) for the value of Rs. 1,40,000/- (Rupees One Lakh forty Thousand only) in the form of Demand draft from any Nationalized Bank / Scheduled Bank drawn in favour of "Indian Maritime University-Mumbai Port Campus", Payable at Mumbai. No other form/ mode of deposit towards Earnest Money shall be accepted. Tenders not accompanied by the Earnest Money Deposit in the manner prescribed by the IMU-MPC will be summarily rejected. However, exemption from EMD may be considered by IMU-MPC only upon written request enclosed with the technical bid duly enclosing the relevant and valid exemption certificates from MSME/NSIC, etc. The exemption is however subject to the verification of the certificates. No exemption from payment of EMD is available to any bidder for any other reason whatsoever.
- 3.2. The EMD of all unsuccessful bidders would be refunded by IMU-MPC within 60 days on selection of successful bidder. No interest will be allowed on the Earnest Money. The EMD of the successful bidder will be refunded only after the remittance of Security Deposit. Alternatively, the successful bidder shall when his tender is accepted, furnish Security Deposit as specified in the clause elsewhere after adjusting the amount deposited by him as earnest money. The earnest money shall retain its character as earnest money deposit, till the successful bidder furnishes the Security Deposit in full with or without adjustment of EMD.
- 3.3. Where a person whose tender has been received by IMU-MPC intimates that he is withdrawing their tender before the validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the IMU-MPC (or) fails to furnish the Security Deposit within the prescribed time, the IMU-MPC shall without prejudice to IMU-MPC's any other right or remedy, be at liberty to forfeit the Earnest Money deposited by such person absolutely. In case successful bidder fails to enter into a contract/agreement within 30 days or the time specified by IMU-MPC from the date of receipt of Work Order, EMD amount shall be forfeited.

#### 4. Eligibility Criteria:

The bidder should have mandatory qualification as per the following table. The proposal of the bidders who are fulfilling the mandatory qualification criteria shall be considered for cover-II evaluation. The offer will be rejected if the bidder does not fulfil any one of the mandatory qualification criteria.

Sl.No.	Eligibility Criteria	Mode of Proof
1.	The bidder should be in the business of providing Security services atleast for 5 years.(As on last date of Tender submission)	Certificate of Incorporation and Articles of Association of the participant in case of Company /Limited Liability Partnership Agreement in case of LLP/Work Order/Valid certificate to that effect.
2.	The bidder should possess valid Trade License, PAN and GST/SalesTax Registration Certificate and should have office at Mumbai.	Self-attested photo copy of said certificates.
3.	The bidder should submit the Income Tax return for last three previous years ending 31 <sup>st</sup> March 2018.	Self-attested Income Tax return certificates.
4.	The average annual turnover of the bidder shall be Rs. 1,50,00,000/- (One Crore Fifty Lakhs only) during the last 3 years.	Audited profit & loss account and balance sheet for last three years ending 31 <sup>st</sup> March 2018.
5.	The bidder should have successfully completed any of the following (i.e. (a) or (b) or (c)) in last three financial years, i.e., from 2015-16 to 2017-18. a) One similar work of value at least of Rs. 1,12,00,000/- (Rupees One Crore Twelve Lakh ) OR b) Two similar works of value at least of Rs.84 Lakh each (Rupees Eighty Four Lakh each) OR c) Three similar works of value at least of Rs. 56 Lakh each (Rupees Fifty Six Lakh each )	Copy of Purchase Order/Work Order and Copy of Completion Certificate/Final Invoice /Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.
6.	The bidder should have empaneled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Deptt. of Home, Maharashtra in accordance with the Private Security Agencies (Regulation) Act, 2005.	Self-attested valid license certificate.
7.	The bidder should have PF and ESIC Registration with copies of payment challans of last 6 months.	Self-attested certificates and documents to that effect.
8.	The bidder should have solvency certificate of Rs. 10 Lakhs from Nationalized or scheduled bank.	Valid solvency certificate issued against this tender.
9.	The bidder should not have been debarred for the past three years upto the closing date of submission of bids.	Self attested certificate to that effect.
10.	The bidder should not have part history of delayed payment of wages for the past 3 years beyond 10 days.	Self attested certificate to that effect.

- 4.1. **‘Similar Work’** means carrying out **Security services work** as per the tender with Government / Semi-Government/ Public Sector organizations/ National level educational institutes like IIT, IIM, NIT and Central Universities/ State Universities / Public Limited Companies / Reputed UGC/ AICTE Recognized or private Sector Universities / Maritime training institutes and Port Organizations.
- 4.2. With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU-MPC’s prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.
- 4.3. All documents submitted along with this tender for meeting eligibility criteria are to be duly signed by the authorized signatory. If required, IMU-MPC may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU-MPC also reserves the right to ask more proof to corroborate the eligibility declarations.

## 5. Scope of Work:

- 5.1. General : Shift, Fitness, Uniform, Attendance, Amenities, Bio- data & Antecedents:
  - 5.1.1. The security personnel should be deployed in shifts as per the details in the Section III of Volume I.
  - 5.1.2. All personnel should be sincere, physically fit, active and energetic and aged between 20-55 years. No Minor should be engaged.
  - 5.1.3. The security personnel should be provided with Uniform, Torch light, Lathi, Shoes, Whistle etc. by the contractor **at his cost**. Penalty may be imposed by IMU-MPC for personnel who are not in possession of these above.
  - 5.1.4. Attendance of personnel will be maintained in a register and the same may be sought by IMU-MPC for verification on the 1<sup>st</sup> Servicing day of the following month.
  - 5.1.5. Food, Accommodation arrangements for the personnel will not be provided by IMU-MPC and hence shall have to be made by the contractor.
  - 5.1.6. The contractor should furnish to the IMU-MPC the bio-data of the personnel posted in the IMU-MPC before posting at campus and any changes thereof within 24-hours of the same. IMU-MPC reserves the right to reject any person posted in IMU-MPC without assigning any reason.
  - 5.1.7. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the IMU-MPC.
- 5.2. **Statutory / Labour Legislations / Labour welfare Obligations:**
  - 5.2.1. The Contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the Service and death while on service and shall not hold the IMU-MPC responsible in respect of any claim made by any person for any reason whatsoever. The contractor shall be solely responsible for reporting to

- IMU-MPC and concerned authorities immediately of any serious or fatal accident.
- 5.2.2. The security personnel provided shall be the employees of the Contractor and all statutory liabilities such as ESI, PF, Workmen's Compensation Act, etc. will be paid by the contractor. The list of staff going to be deployed shall be made available to IMU-MPC and if any change is required on part of the Department, fresh list of staff shall be made available by the agency after each and every change.
- 5.2.3. The Statutory compliances including those pertaining to Provident Fund Act, Employees State Insurance Act, and Minimum Wages Act (Contract Labour (Regulation & Abolition Act 1970) and all other labour and other legislations as applicable from time to time, with regard to the personnel engaged by the contractor for service to IMU-MPC, are the responsibility of the contractor.
- 5.2.4. It will be the responsibility of the contractor to provide details of manpower deployed by him, in IMU-MPC, to the Labour department.
- 5.2.5. IMU-MPC shall not bear any damage / claim of any nature of the security personal in discharge of duties. The Security Service Provider, also called as "Contractor", shall indemnify IMU-MPC for any loss suffered by IMU-MPC in this regard.
- 5.2.6. The wages (per month) quoted by the bidder should not be less than Minimum Wages for Zone 'A' as prescribed by Ministry of Labour of Employment, Govt. Of India, as applicable as on the date of Issue of this Tender. ESI, PF, Bonus should not be less than the statutory provisions / Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the bid will be disqualified and rejected.  
If there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act, during the currency of the contract, then:
- (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
  - (ii) If the revised minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.
- 5.2.7. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month, giving particulars of the employees engaged for IMU-MPC works, is required to be submitted to the IMU-MPC. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time IMU-MPC is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the Department.

- 5.2.8. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This may be countersigned by the authorized official of the Department. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), which may be countersigned by the concerned official of IMU-MPC, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
- 5.2.9. The administrative issues like leave, weekly off, discipline etc. of the security personnel are the responsibility of the contractor.

**5.3. Duties:**

- 5.3.1. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse of the areas of responsibility given to them by the IMU-MPC and shall not knowingly lend to any person or company any of the effects of IMU-MPC under its control.
- 5.3.2. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the IMU-MPC may issue from time to time and which have been mutually agreed upon between the two parties.
- 5.3.3. The contractor shall be responsible to maintain all property and equipment of IMU-MPC entrusted to it.
- 5.3.4. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU-MPC as and when required by IMU-MPC.
- 5.3.5. Security Personnel posted at all the posts shall maintain the necessary registers prescribed in this tender document elsewhere.
- 5.3.6. No stranger or outsider should be allowed inside the campus without the permission of a responsible officer inside the campus
- 5.3.7. The contractor is responsible for the security of people, equipment, vehicles, the entire campus and its access etc. IMU-MPC shall not bear any damage / claim of any nature caused out of the failure / negligence of the security personnel in discharge of their duties. The Contractor shall indemnify IMU-MPC for any loss suffered by IMU-MPC in this regard.
- 5.3.8. The Security personnel should be available at the assigned post(s) all the time. Responsibility for providing necessary relievers if necessary vests with the contractor.
- 5.3.9. The security staff shall not accept any gratitude or reward in any shape.
- 5.3.10. The security staffs are supposed to execute the work in close coordination with other service agencies in the premises.

#### 5.4. Schedule and Location of Posting:

The tentative detail of the total security personnel required for three shifts is given below:

Sl. No.	Security Points	Numbers of Security Personnel
01	Main Gate, LBS Bldg., Director Bungalow	03
02	MERI Main Gate & MERI Admin building	03
03	Main Gate- Garbage Gate	03
04	Residential Building	03
05	LBS Admin building (Main gate)	03
06	Director's Office	02
07	Library	01
08	LBS Old Hostel & Swimming Pool	03
09	MERI Old Hostel & LBS New Hostel	06
<b>Total</b>		<b>27</b>

The above requirements are as per the present requirements and IMU-MPC reserves the right to increase or decrease the number of Security Guards to be deployed at the same rates, depending upon the actual requirement.

Shift Duration and Time:

1 <sup>st</sup> Shift	07.00 hrs – 15.00 hrs.	Eight hours
2 <sup>nd</sup> Shift	15.00 hrs – 23.00 hrs	Eight hours
3 <sup>rd</sup> Shift	23.00 hrs – 07.00 hrs	Eight hours

IMU-MPC reserves the right to modify the above table, as and when required.

#### 5.5. Duties and Responsibilities of Security Personnel:

The Security personnel posted in IMU-MPC by the Security Service Provider shall be responsible for the following:

- 5.5.1. Maintain security personnel Attendance register and other key register.
- 5.5.2. Report irregular events at the campus in 'Occurrence Report' shift wise and submit details to IMU-MPC officials.

- 5.5.3. Switch on lightings installed at various locations at IMU-MPC at onset of darkness.
- 5.5.4. Check persons going IN and OUT of the IMU-MPC campus and register should be maintained at the entry of the persons with timing and the purpose of entry along with name of the official who authorizes such entry of persons/materials/tools should be recorded. This registrar will be subject to periodical verification by IMU-MPC.
- 5.5.5. No outsiders are allowed to enter in the building without proper Gate Pass and Visitors Pass.
- 5.5.6. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Director, IMU-MPC for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 5.5.7. Deployment of Security Guards will be as per the instructions of the authorities of IMU-MPC and the same may be monitored personally by the concerned authorities from time to time.
- 5.5.8. The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the Department.
- 5.5.9. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- 5.5.10. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- 5.5.11. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- 5.5.12. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
- 5.5.13. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 5.5.14. Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.
- 5.5.15. To put on all outdoor lights and streetlights in the campus at IMU-MPC at onset of darkness. Put off all outdoor lights and street lights at the onset of day light.
- 5.5.16. Night, third shift patrol guard whistle shall be sounded while patrolling.

## 6. Security Deposit:

Successful Tenderer shall have to deposit Initial Contract Deposit (ICD) of 5% of the contract amount (i.e. the awarded cost of work). The EMD of successful tenderer will be adjusted against Initial Contract Deposit (ICD), the balance part of ICD payable by Contractor [i.e. ICD minus EMD adjusted] shall have to be paid by the successful bidder by way of Demand Draft in favour of **“INDIAN MARITIME UNIVERSITY, Mumbai Port Campus,”** payable at Mumbai, within ten (10) working days of receipt of work

order. The ICD so paid will from the part of security deposit to be kept during the course of execution of work and will be retained by IMU-MPC until the completion of contract. This EMD/ICD/Security deposit will not bear any interest. In addition to the ICD, 5% of bill amount will be recovered from each Running Account (RA) Bills & from Final Bill such that the total security deposit with the University (ICD+RA Recovery) will not be more than the 10% of the contract amount or actual bill amount whichever is more. If the contractor fails to deposit ICD within 10 working days of receipt of work order the same will be recovered from 1<sup>st</sup> RA Bill along with any other dues payable, with penal interest @18% P.A. worked out from the date of receipt of work order.

#### **7. Contract Period:**

The period of contract will be 01 year initially. The work order will be issued for twelve (12) months and further subject to another 02 extensions/renewals of 1 year each after reviewing the performance of the contractor and the work, at the sole discretion of IMU-MPC, subject to the satisfactory performance, payment of revised minimum wages (if any) & mutual consent. The Rate/ Price quoted by the Tenderer must be exclusive of GST rates (applicable extra on prevalent rates) and the conditions governing minimum wages shall be the same (including all other terms and conditions) till the completion of the Contract including the period of extension, if any.

#### **8. TERMS OF PAYMENT:**

- 8.1.No advance payment against ensuring up-keeping bills will be made under any circumstances.
- 8.2.The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made there under and should bear the **IMU-MPC GST Registration No. 27AAAI2610K2ZW**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply. Monthly bill will be paid as per scope of work and amount of incomplete work will be deducted from the total monthly bill as specified in Section-VI, details of Penalties.
- 8.3.The contractor shall submit bills in respect of the services rendered by him on calendar month basis with daily & monthly report in the prepared format duly signed by the respective department representative along with copies of Salary Paid Register, Attendance Sheet and E.P.F., ESIC and any other Tax (if applicable) amount paid bank challans.
- 8.4.Contractors should deposit the ESIC, Employee Provident fund contribution & any other tax (if applicable) to the concerned office separately for those workers engaged in IMU-MPC, Mumbai site and the said statement should be submitted along with bill to University.
- 8.5.The total Security Deposit equivalent to 5% of the contract value will be deducted from running bill. The amount shall be refunded after 60 days of completion of the contract after adjusting all dues. It must be noted that Security deposit shall be refunded only after submitting all dues clearance certificate from each labour. If the application for refund



along with no pending dues certificate is not received within three years, the amount will be credited to University account and thereafter no claim will be entertained.

8.6. Income Tax and other statutory taxes will be recovered at the prevailing rates from the bills payable to the contractor.

8.7. Wages of labourers shall be paid in their bank account through bank and necessary bank statement & photo copy of details of payment made to each labour shall be produced to University along with the monthly bill for releasing the payment by IMU-MPC. In the absence of the payment proof in form of bank statement, payment will not be released. The contractor is also bound to make the payment to the labours on or before 7<sup>th</sup> of immediately following month for the present month i.e. for example salary for the month of December, 2018 has to be done on or before 7<sup>th</sup> of January, 2019. In case there are official holidays during the period of disbursement of wages, then the salary must be paid by the contractor before 7<sup>th</sup> date of that particular month. In no case, the salary disbursement be delayed beyond 7<sup>th</sup> date, otherwise, the penalty as per the tender terms will be levied on the contractor.

## **9. Penalties for non-compliance to NIT:**

Penalties will be levied on the service provider for the violation of terms of the NIT as mentioned below:

### **9.1. Major penalties:**

The following incidents will be considered as major penalties and will attract immediate termination of the services and banning the service provider from participating tenders on IMU-MPC, IMU- Headquarters and its Campuses.

- 9.1.1. No mandatory valid license/registration of Service Provider with appropriate authority.
- 9.1.2. If found transferring/subletting the service, partly or fully, to any other person/firm/ corporation whatsoever.
- 9.1.3. Non-compliance of applicable rules and regulation of Central / State Government.

### **9.2. Other penalties:**

- 9.2.1. In case any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty equal to double the wages of number of guards/supervisors absent on that particular day may be levied by IMU-MPC and the same shall be deducted from the contractor's bills.
- 9.2.2. In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU-MPC's system immediately.
- 9.2.3. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, IMU-MPC reserves the right to impose the penalty as detailed below:-

- (i) 0.5% of cost of Work Order/agreement per week, up to four weeks of delay.
  - (ii) After four weeks delay, IMU-MPC reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s). The difference if any may be recovered from the defaulted contractor and also the defaulting contractor shall be debarred for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
- 9.2.4. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- on each occasion and habitual offenders in this regard shall be removed from the Department. The penalty on this account shall be deducted from the Contractor's bills.
- 9.2.5. Salary for the security personnel engaged should be made on or before 7<sup>th</sup> of the succeeding month, failing which penalty of 1% of the billed value for the month (delayed) will be imposed.
- 9.2.6. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers / Staff/Students etc. and should project an image of utmost discipline. IMU-MPC shall have the right to have any security guard removed in case of tenable complaints from Officer /Staff/ Students or as decided by representative of IMU-MPC if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU-MPC. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU-MPC, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU-MPC will be imposed.
- 9.2.7. That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its security personnel deployed in IMU-MPC, which would be established after an enquiry conducted by IMU-MPC, the said loss can be claimed from the contractor up to the value of the loss. The decision of the IMU-MPC will be final and binding on the agency.
- 9.2.8. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited to IMU-MPC besides annulment of the contract. If any of the above condition is violated, IMU-MPC has the right to impose any penalty as decided by the IMU-MPC's administration.
- 9.2.9. Security personnel found drunk or sleeping on duty to be removed by the Contractor and no payment will be made.
- 9.2.10. The contractor shall ensure that its personnel shall not at any time, without the consent of IMU-MPC in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of IMU-MPC. This clause does not apply to the information, which becomes public knowledge.

9.2.11. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

**10. Anti-Profiteering clause :**

The Contractor must agree unconditionally that any benefit arising, either directly or indirectly, out of implementation of GST is mandatorily passed on to Indian Maritime University, Mumbai Port Campus.

**11. Termination of Contract:**

The competent authority of IMU-MPC accepting the tender may without prejudice to the right against the contractor in any delay or inferior workmanship or otherwise or to any claims for damage in respect of any breaches of contract and without prejudice to any rights or remedies under the provision of this contract or otherwise and whether the date of completion has or has not elapsed by notice in writing, absolutely determines whether the contract can be terminated in any of the following cases :

- 11.1. If the contractor has been given by the IMU-MPC administration a 7 days' notice to rectify, reconstruct or replace any defective work and in the opinion of IMU-MPC that the contractor will be unable to complete the work and secure completion of the work by the date of completion.
- 11.2. If the contractor, being a company pass a resolution or the court shall make order that company shall be wound up or any instructions are received from Income Tax department or any Government Organization.
- 11.3. If the contractor commits breach of any of the terms and conditions of the contract.
- 11.4. If the contractor becomes insolvent, when the contractor has made himself liable for action under any of the cases aforesaid. IMU-MPC shall take action as under:
  - 11.4.1. To terminate or annul the contract and upon such termination or rescission, security deposit of the contractor shall be liable to be forfeited and shall be at disposal of the IMU-MPC.
  - 11.4.2. To carry out the balance work through another agency and recover the balance amount arising out of difference between the later rate and former rate from the original selected Tenderer, from any amount payable to him including Earnest Money, any bills payable, Security Deposit or any amount payable to him for any other work executed in IMU-MPC.
  - 11.4.3. To take possession, of any tools, plants, materials and stores in or upon the work or site thereof belonging to the contractor and procured by the contractor and intended to be used for execution of work and given due credit while setting account or given requisite notice to remove all such materials failing which shall take action to either remove them from the site of work at the contractor's expense or sell them by

auction on account of contractor at his risk and cost.

**12. Settlement of Disputes:**

The Bidder shall make request in writing to the Director, IMU-MPC for settlement of any dispute within 30 (thirty) days of arising of the cause of dispute, failing which no disputes /claims shall be entertained by the IMU-MPC. The decision of IMU-MPC will be final and binding on the parties.

**13. Force Majeure:**

Neither IMU-MPC nor the contractor shall be considered in default in performance if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any Government action or of any act of God or of any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations by a State of Force Majeure lasting continuously for a period of six months, the two parties shall consult with each other regarding the future implementation of the agreement.

**14. Arbitration & Jurisdiction:**

Should any dispute arise between the Bidder and the IMU-MPC which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through Arbitration, failing which in a Court of competent jurisdiction based in Mumbai irrespective of the locus of the dispute.

**15. Applicable Law:**

The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Mumbai Courts only.

Sd/  
**Director (i/c)**

**FORM OF TENDER Cover Letter Format (on letter head)**

To  
The Director (i/c)  
Indian Maritime University,  
Hay Bunder Road, Sewree,  
Mumbai-400033.

Ref: Tenderer's particulars for Tender no: IMU-MPC/2018/Security/1186 dated 07.12.2018

Sir,

1. Having perused the Scope of tender for Providing Security Services at IMU-MPC and we, the undersigned submit our offer to IMU-MPC and hereby specifically undertake to do the following should our tender-bid be accepted.
2. We hereby undertake to furnish an Initial security deposit in the manner set-forth in the "Instruction to Tenderers" and to commence the work at site within 10 days from the date of issue of the work order.
3. I hereby undertake to abide by various terms and conditions contained in your TENDER No: IMU-MPC/2018/Security/1186 (Copy, duly signed, enclosed).

We understand that IMU-MPC reserves the right to:-

- a) Amend the scope of tender
  - b) Reject or accept any tender including the lowest, cancel the tender process and reject all tender.
  - c) We agree that the IMU-MPC will not be liable for any such action and will be under no obligation to inform the Tenderer of the grounds for such action.
  - d) I also certify that the details furnished in the bids, various enclosures and other documents are true and correct.
  - e) This bid contains pages from \_\_\_\_\_ to \_\_\_\_\_ and all pages are serially numbered, signed and stamped.
4. We undertake to enter into and execute an agreement with IMU-MPC in the prescribed format in accordance with the conditions of Contract within 30 days from the date of issue of the work order.

5. Till such time a formal agreement is prepared and executed, our tender-bid together with work order issued by IMU-MPC shall constitute a binding Contract between us.
6. We further agree that in the event of our withdrawing our tender-bid prior to the receipt of the final decision from IMU-MPC or in the event of our failing to furnish the Performance Security, in such form as prescribed in this Tender or in the event of our tender-bid being accepted and we fail to execute an agreement in the prescribed format within 30 days from the date of issue of work order to commence work, then the EMD submitted along with our tender-bid shall stand forfeited without requiring the performance of any further act whatsoever by IMU-MPC.
7. We are aware and acknowledge that IMU-MPC is not bound to accept the lowest or any tender that IMU-MPC may have received.
8. Should our tender-bid be accepted, we undertake to perform the work of tender for the Providing Security services at IMU-MPC at the price quoted in the Tender-bid during the stipulated Contractual period of One year from the date of the execution of the Contract and shall strictly abide by the conditions of the Tender.

Yours Sincerely

(Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place)

Note:-Please put this offer letter in Cover I (containing Technical Bid) along with other required documents.

### Format for Eligibility Criteria Evaluation

(To be filled by bidder)

Sl.No.	Eligibility Criteria	Complied (Y/N)	Supporting documents at which page of the proposal
1.	The bidder should be in the business of providing Security services atleast for 5 years.(As on last date of Tender submission)		
2.	The bidder should posses valid Trade License, PAN and GST/Sales Tax Registration Certificate and should have office at Mumbai.		
3.	The bidder should submit the Income Tax return for last three previous years ending 31st March 2018.		
4.	The average annual turnover of the bidder shall be Rs. 1,50,00,000/- (One Crore Fifty Lakhs only) during the last 3 years.		
5.	The bidder should have successfully completed any of the following (i.e. (a) or (b) or (c)) in last three financial years i.e. from 2015-16 to 2017-18.  d) One similar work of value at least Rs. 1,12,00,000/- (Rupees One Crore Twelve Lakh ) OR e) Two similar works of value at least Rs.84 Lakh each (Rupees Eighty Four Lakh each) OR f) Three similar works of value at least Rs. 56 Lakh each (Rupees Fifty Six Lakh each )		
6.	The bidder should have empaneled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Deptt. of Home, Maharashtra in accordance with the Private Security Agencies (Regulation) Act, 2005.		
7.	The bidder should have PF and ESIC Registration with copies of payment challans of last 6 months.		
8.	The bidder should have solvency certfcate of Rs. 10 Lakhs from Nationalized or scheduled bank.		
9.	The bidder should not have been debarred for the past three years upto the closing date of submission of bids.		

The bids are liable to be rejected in case of failure to comply with any of the above requirements.

Signature:

Name of Authorised Representative along with date, place and Seal.

## ANNEXURE C

### ANNEXURE - C (Details Regarding Similar Orders)

Sl. No.	Name of the Client	Nature of Job (Enclosed Purchase Orders)	Value of Purchase Order	Date of Commencement	Date of Completion

Note:

Mode of proof: Copy of Purchase Order/Contract for providing 'Award of Work'. Copy of Completion Certificate/Final Invoice/Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work'. Should be furnished for each of the Projects.

Signature:

Name of Authorized Representative:

Date:

Place:

Seal:



## Details Regarding Annual Turnover

## ANNUAL TURNOVER

Sl. No.	Financial Year	Annual Turnover in Rupees
1	2015-16	
2	2016-17	
3	2017-18	

Copies of the Audited Balance Sheet and Profit and Loss Account for the last three Financial Years 2015-16, 2016-17 and 2017-18 should be attached

Place:

Date :

Signature of the Tenderer with seal

**Price bid**  
**Price Bid to provide Security services to IMU-MPC**

Sl.	Description	Security Guard	Security Supervisor
1	Wages (Basic + VDA) per head – Per month**		
2	P F @ 13.00% of Sl. 1 - Per Month## per head		
3	E S I C @ 4.75% of Sl. 1 – Per Month## per head		
4	Bonus Per month @ 8.33% of Rs 7000 (i.e. minimum limit) - per head		
5	SUBTOTAL (1+2+3+4+5)		
6	Relieving Charges (Min 1/6 <sup>th</sup> of Sl. No. 5)		
7	TOTAL Cost Per Head (Sl No. 5 +6)		
8	Service charges per Head in Rs.		
9	TOTAL (7+8)		
10	No. of Security Guards	27	2
11	Total cost for all the Security Guards (Row 9 x Row 10) x 12 Months		

The quoted amount is exclusive of GST rates. The bidder must note that GST shall be applicable extra as prevalent under the rules during the month of rendering Security services to IMU-MPC.

**Note:**

- (1) \*\* The wages (per month) quoted by the bidder should not be less than Minimum Wages ([Basic + VDA] per day x 26 days) for Zone 'A' for Watch and Ward without Arms as prescribed by as per the Orders of Office of Chief Labour commissioner (C), Ministry of Labour and Employment, Govt. Of India, as applicable as on the last date of submission of Tender.
- (2) ## ESI, PF, Bonus should not be less than the statutory provisions / Act by the Central Government. If the amount/rates quoted are less than the prescribed minimum as stated

above, then the bid will be disqualified and rejected. Bidders may restrict the contribution to the statutory minimum which may have to be clearly stated in the price bid above.

- (3) If there is revision in the Minimum Wages prescribed by Central Government under Minimum Wages Act. during the currency of the contract, then:-
  - (i) If the revised minimum wages rates are less than the quoted rates, then rates quoted by the bidder will not be enhanced.
  - (ii) If the revised Minimum wages rates are more than the rates quoted by the bidder, then revised minimum wages rates will be considered for reimbursement.
- (4) The initial contract period is for one year and may be extended further by IMU-MPC for a period of two more years, one year at a time at the option of IMU-MPC, subject to the satisfactory performance of the contactor at the same rate and terms and conditions of the contract.
- (5) In case any additional security guards required by IMU-MPC to be posted in future, they would be posted with the existing quoted rates and terms and conditions of the contract.

**Signature of the bidder with seal**