

### Bid Document

Bid Details	
Bid End Date/Time	30-04-2021 11:00:00
Bid Opening Date/Time	30-04-2021 11:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Human Resource Development
Department Name	Department Of Higher Education
Organisation Name	Indian Institute Of Information Tehnology(iiits)
Office Name	Kurnool
Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Secur
Contract Period	2 Year(s)
Minimum Average Annual Turnover of the Bidder	85 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value	17000000
Evaluation Method	Total value wise evaluation

### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	0.50
EMD Amount	85000

**ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	26

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

IIITDM Kurnool

IIITDM Kurnool, Jagannathagattu Hill, Kurnool- 518 007, Andhra Pradesh, India.

(The Director)

**Splitting**

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

**Additional Qualification/Data Required**

**Annual turnover Required by Buyer in Crores:2**

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public**

**SectorUndertakings/ Autonomous Bodies in last N financial years:**X=5

Xx=20

N=3

**Geographic Presence: Office registration certificate:**Andhra Pradesh, Telangana

**Scope Of Work For the Service:**[1617880254.pdf](#)

**If you required to retain your employees, Kindly upload the approval from Competent Authority. Disclaimer:The retention of resources/ consultants may be capped at lower minimum number or % so that Buyer Depts not alleged for any wrong doing/ abusing the contracting terms with the service provider.:**[1617963171.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
21-04-2021 14:00:00	IIITDM Kurnool Jagannathagattu Hill, Kurnool- 518 007, Andhra Pradesh, India.

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/  
Residential; Unarmed Security Guard ( 23 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled , Semi skilled
Gender	Male
Duty Hours in a day	24
Qualification	Secondary School
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	
Designation	FIC
Total Number of Manpower per 8 hour shift	7
Location of Deployment	IIITDM Kurnool

**Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Service Quantity	Additional Requirement
1	Muvvala Pullarao	518002,Jagannathagattu Dindevarapadu Kurnool ANDHRA PRADESH	23	<ul style="list-style-type: none"> <li>• Bonus (Percentage of Minimum daily wage) : 8.33</li> <li>• EDLI (Percentage of Minimum daily wage) : 0.5</li> <li>• ESI (Percentage of Minimum daily wage) : 3.25</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (Percentage of Minimum daily wage) : 13</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Tenure/ Duration of Employment : 24</li> <li>• Basic Pay (Minimum daily wage) : 603</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 3 )****Technical Specifications**

Specification	Values
<b>Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled , Semi skilled
Gender	Female
Duty Hours in a day	24
Qualification	Secondary School
Ex Servicemen	No
Age Limit	Up to60 years
Years of Experience	3 - 6 years
Additional Requirements for the Security Personnel	NA
<b>Addon(s)</b>	
<b>Additional Details</b>	

Location of Deployment	IIITDM Kurnool
Designation	FIC
Total Number of Manpower per 8 hour shift	7

#### Additional Specification Documents

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Service Quantity	Additional Requirement
1	Muvvala Pullarao	518002,Jagannathagattu Dindevarapadu Kurnool ANDHRA PRADESH	3	<ul style="list-style-type: none"> <li>• Bonus (Percentage of Minimum daily wage) : 8.33</li> <li>• EDLI (Percentage of Minimum daily wage) : 0.5</li> <li>• ESI (Percentage of Minimum daily wage) : 3.25</li> <li>• Number of working days in a month : 30</li> <li>• Provident Fund (Percentage of Minimum daily wage) : 13</li> <li>• Basic Pay (Minimum daily wage) : 603</li> <li>• Non Mandatory Compliance 1 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 2 (in Rupees) : 0</li> <li>• Non Mandatory Compliance 3 (in Rupees) : 0</li> <li>• Tenure/ Duration of Employment : 24</li> </ul>

#### Buyer Added Bid Specific Additional Terms and Conditions

1. **Registration / Empanelment Requirement:** Contract shall be awarded to only such sellers , who are registered / empanelled / approved / enlisted with PSRA for the required goods / service category on the date of bid opening. Prospective bidders (if not already registered), are advised to get themselves registered with the said registration authority before bid opening date. (It is certified that the registration is granted by the registering agency as per Rule 150 of GFR following a fair, transparent and reasonable procedure.)
2. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
3. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
4. EMD IN FAVOUR OF : EMD should be in favour of The Director IIITDM Kurnool and Performance security should be in favour of The Director IIITDM Kurnool , wherever it is applicable.
5. EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
6. **End User Certificate:** Wherever Bidders are insisting for End User Certificate from the Buyer, same shall be provided in Buyer's standard format only.
7. For small scale units registered with NSIC under single point registration Scheme and participating in this tender enquiry, following exemptions are available: -They are exempted from depositing Earnest money. These exemptions are applicable provided units are registered with NSIC FOR tendered item and registration is current and valid. Firms claiming these exemptions are required to submit along with their offer, copy of their current and valid NSIC registration certificate for the tendered item, otherwise their offer would not be considered.

8. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
9. Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.
10. The bidder must have at least three years experience (ending month of March prior to the bid opening) of providing similar type of services to Central/State Government/PSUs/Nationalised Banks/Reputed Organisations. Services rendered with list of such Central/State/PSUs/Nationalised Banks/Reputed Organisations with duration of service shall be furnished. (Seller to upload relevant document as part of bid submission. Buyer will verify the documents submitted by seller.)
11. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.
12. **Scope of Service (Bid price to include all cost components) :** Scope of Work and Service along with obligations mentioned in the Service Level Agreement of the Service
13. Functional acceptance signoff
14. **Execution of Service (Log Sheet) :** The Service Provider will create Logs for each Service rendered. Before generation of the Bill, Logs will be verified by Buyer / Consignee. Some Miscellaneous detections if any arise during the execution of the Service and also meeting the requirement of the Contract.
15. Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.
16. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
17. Office of the Service Provider is required to be located at a place near to the consignee(user) for sake of better co-ordination , smooth services and other administrative factors. In support, service provider will give details of office address, landline number, Contact Person and his mobile number along with bid failing which there offer will not be considered.
18. Training: Mandatory Minimum 5 days professional Full time training to 10 persons to be provided at each States / UTs (30 locations) identified by the concerned Buyers nodal officer.
19. The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.
20. Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or black listed by any Government / Public Sector Undertaking / Corporate organization or convicted in any Court of Law across India or declared Bankrupt or insolvent. A self declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head.
21. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
22. Experience Certificate from the concerned Govt. Department of the subject matter is required along with average turnover of last 3 Yrs BY authority prescribed BY GeM.
23. If the Certificate Authority (CA) fails to validate the information contained in the digital certificate and if it would make a loss of money to end user. Therefore, the CA shall give warranty to recover a claim from end-users. Malware/ PCI/Antivirus Scanning of website/ WebPages should be done. Vulnerability Assessment of website/ WebPages should be done.
24. ISO 9001: The bidder must have ISO 9001 certification.
25. The bidder must have successfully executed/completed similar services, over the last three years i.e. the current financial year and the last three financial years:- (Seller to upload relevant document as part of bid submission. Buyer will verify the documents submitted by seller.)
  - 1) Three similar completed services costing not less than the amount equal to 40% (Forty per cent) of the estimated cost; or
  - 2) Two similar completed services costing not less than the amount equal to 50% (Fifty per cent) of the estimated cost; or
  - 3) One similar completed service costing not less than the amount equal to 80% (Eighty per cent) of the estimated cost.
26. PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.
27. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
  - a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third Party Inspection release note, etc.
28. Bidders can also submit the EMD with Account Payee Demand Draft in favour of The Director IIITDM Kurnool payable at Kurnool.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

29. Bidders can also submit the EMD with Banker's Cheque in favour of The Director IIITDM Kurnool payable at Kurnool.

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

30. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of The Director IIITDM Kurnool payable at Kurnool. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

31. **NET WORTH:** Net Worth of the OEM should be positive as per the last audited financial statement.

32. **OPTIONAL SITE VISIT:**

1. The Bidder is advised to visit and examine the installation site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid. The costs of visiting the site shall be borne by the Bidder. 100

2. The Bidder representative shall be allowed entry upon consignee premises for such visits, only upon the express conditions that the Bidder will release and indemnify the Buyer and Consignee against all liabilities arising out of such visit including death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of such visit.

3. The Bidder shall not be entitled to hold any claim against Buyer for noncompliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---