



# ***INDIAN INSTITUTE OF ENTREPRENEURSHIP***

**TENDER FOR PROVIDING SECURITY SERVICE ON  
ANNUAL CONTRACT BASIS**

**Tenders will be Received Up to 06/03/2017, 2.30 P.M**

**Date of Opening of Tenders: 07/03/2017 at 3.30 P.M.**

**AN ISO : 9001-2008 ORGANIZATION**

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**N.H. 37 BY PASS, LALMATI, NEAR BASISTHA CHARIALI, GUWAHATI-781029**

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INDIAN INSTITUTE OF ENTREPRENEURSHIP, LALMATI, BASISTHA CHARIALI

37 N.H. BYPASS, GUWAHATI-781029

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F.No.F(52)/97-98

Date:-----

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**INDIAN INSTITUTE OF ENTREPRENEURSHIP, LALMATI, BASISTHA CHARIALI**

**37 N.H. BYPASS, GUWAHATI-781029**

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Sealed quotations are invited from authorized and registered security agencies for security cover of Indian Institute of Entrepreneurship, Lalmati, Guwahati, Assam. The tender form may be obtained from the Administrative Officer, IIE, Guwahati on payment of Rs. 2000/- (Non refundable) only. Earnest money of Rs. 5,000/- (refundable) only in the form of Demand draft/ Banker's Cheque in favour of the Director, IIE, is to be submitted along with the sealed offer.

Tender papers can be collected from 20 February 2017 and last date of acceptance of sealed Tenders is 06.03.2017. Tenders will be opened at 3.30 P.M. on 07.03.2017.

-Sd-  
Administrative Officer

## Terms & Conditions

1. Security Supervisor should be Ex – Serviceman
2. The guard should be in good physique (minimum height should be 5.5”) and properly trained. All the guards provided should be aged between 18 -40 years
3. The guards/ supervisor should be able to communicate in Hindi/ Assamese/and also in English if possible.
4. No guard / supervisor to be provided should have any criminal records.
5. All the guards /supervisor should behave politely with the office staff and visitors.
6. One guard should perform one shift per day and double duties are not allowed.
7. The guards should not develop social relationship with the office staff.
8. The guards should be provided with uniforms, whistle, torch, lathi etc.
9. The guards should wear neat and clean uniform while on duty along with the identity card.
10. The guards should not leave the duty point unless and until the reliever comes for the next shift.
11. The security supervisor will maintain the registers for visitors, vehicles etc, which are kept at main gate and at other points.
12. They have to verify all the office buildings, rooms after 5:30 P.M. to ensure as to whether all rooms in the building have been locked properly and all electrical items are switched off.
13. From 10:00 P.M. to 6:00 A.M one security guard must be on patrolling duty in the campus by rotation and while patrolling he should check all buildings including pump houses.
14. They should not give lenient or casual impressions in their duties and they should be alert and attentive. They should observe movement of all the staff, labours, visitors etc. and on any suspicion, they should contact the officer in charge of IIE.
15. They should not allow anybody to enter the campus (other than office staff) without making proper entry of Name, Address, Phone Number and Vehicles Number in the Visitor’s Register. They should verify identity card etc. of every visitor before they enter into the campus.
16. They should check that all the vehicles are parked in the specified parking place. For example visitor’s vehicle cannot be parked in the place allotted for office staff and Director.

17. All the vehicles should be checked by the security guard on duty while coming inside and while going out also.
18. Proper entries are to be made while handing over keys to any staff of IIE and while taking over too.
19. The security personnel should follow strict attendance. Alternative arrangement is to be made by the agency whenever any Security Supervisor/Security Guard is going on leave under intimation to this office.
20. Changing of Security Supervisor/Security Guard should be intimated to the officer in-charge, IIE.
21. The guards should patrol the entire campus at identified points every hour in the day and night.
22. The security personnel should ensure that proper gate pass has been issued by the competent authority for the items taken out of the campus. In case of any doubts, they should immediately contact officer in charge, IIE.
23. The guard in duty should not be under the influence of any intoxicants.
24. The firm/agency will be held responsible for any kind of theft, illegal activities inside the campus or loss of any asset or material from the campus. The value of the items lost/damaged/stolen will be recovered from the Security Service Provider Agency.
25. The registration under Labour Ministry's EPF and ESI and what so ever will be the responsibility of the contractor.
26. There will be 3(three) shifts of duties of the security guards at the main gate and at specified points in the campus.
27. In case the IIE desires to terminate the contract before completion of the period of contract, a notice of 1(One) month from either side shall have to be issued.

### **Other General Terms and Condition**

1. All the tenders should be addressed to the Director, Indian Institute of Entrepreneurship, Lalmati, 37 N.H. Bypass, Basistha Chariali, Guwahati-781029.
2. All the tenders should be duly sealed in an envelope and superscripted as TENDER FOR SECURITY CONTRACT AT IIE.
3. This office will not be responsible for any postal delay or wrong delivery.
4. Tenders received after the closing day will not be accepted.
5. Last date of sale and acceptance of tender is 06.03.2017 and will be opened at 3.30 p.m. on 07.03.2017.
6. The Management of IIE reserves the right to accept or reject any of the entire tender or part of tenders without assigning any reason.
7. The service providing agency shall provide the following information with the tender:
  - a. Past Experience Certificates.
  - b. Financial status of the Agency (latest bank statement) along with the copy of TAN/PAN card.
  - c. Copy of Labour License.
  - d. Copy of Arms Licenses for armed security guards.
  - e. Police verification Certificates of all the guards/supervisor provided.
  - f. Copy of Security License.
  - g. Income Tax Clearance Certificate.
  - h. EPF and ESI no. with supporting documents
  - i. Other terms and conditions of providing services if any.
8. The selected firm has to furnish Security Deposit amounting to Rs. 20,000/-, which will be refunded after the completion of contract period.
9. The agency must provide Minimum Wages, EPF and ESI to their security personnels as per Govt. Of India Rules i.e. Minimum Rate of Govt. Of India must be followed.
10. The agency have to comply the rules and regulation strictly provided by the Ministry of Labour, Gol from time to time and it will be responsible for observation of all provisions of contract labour (Regulation and abolition) act,1970. The Institute will not be responsible for any reason.
11. The contract is for a period of one year which may be extended on the approval of competent authority.

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(Administrative Officer)  
Indian Institute of Entrepreneurship

**Price Schedule**  
**(Shall be submitted by the bidder on his/their letter head)**

Rates should be quoted for providing security service as follows:

Sl. No.	Designation	Rate of each person per month (Rs.)	Total amount per month (Rs.)
1.	Security Supervisor 1 (one) No.		
2.	Guard without arms 9 (Nine) Nos.		

Signature and Seal of Bidder  
Business Address:

**Note:**

- a) The quoted rates include all expenses including administration expenditure, weekly offs, all the statutory obligations and relief of guards, service charges, service tax, etc.
- b) Rates must be quoted after taking into consideration of all the statutory acts/ rules like Minimum wages, EPF, ESI ETC.
- c) Numbers of required security persons may vary during the contract period as per the requirement of this office.
- d) Rate quoted must be valid up to expiry of the contract period.
- e) The security guards are to be engaged at IIE Campus, Lalmati ,Guwahati.

**Performance Statement**  
**(Shall be submitted by the bidder on his/their letter head)**

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<b>Name &amp; Address of the Govt./Semi Govt. Organisation</b>	<b>Order No. &amp; Date</b>	<b>Value of Order</b>	<b>Date of effect &amp; completion of contract</b>	<b>Remarks, if any</b>
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Signature and Seal of Bidder  
Business Address:



## Information Schedule

**(Shall be submitted by the bidder on his/their letter head)**

1.	Name of the Security Service Provider/Agency	
2.	Address with Tel. No./Fax/E-mail	
3.	Contract Persons Name	
4.	Essential details with copies of certificate for the followings: a) Registration Certificate b) Income Tax Clearance Certificate c) Service Tax Clearance Certificate d) PF Registration e) ESI Registration f) PAN Card g) Expenditure Certificate for last three years	
5.	Turnover details of last year ( Supporting documents must be enclosed)	
6.	Whether the firm has any legal suit/criminal case pending against it for violation of PF/ESI, Minimum wages (Give Details). The Firm/Agency must enclose a certificate indicating that there is no criminal /legal suit pending or contemplated against them.	
7.	Whether demand Draft of Rs.5000/-is enclosed, if so provide details.	

I/We hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with IIE.

Signature and Seal of Bidder  
Business Address:

## **Undertaking**

**(Shall be submitted by the bidder on his/their letter head)**

1. It is to certify that the rates mentioned above include service charges and other statutory expenditure like ESI, EPF, Bonus, Licence Fee, Administrative Charges etc. The charges also include the expenditure towards uniform, rain coats, jerseys and other essentials items like baton, torches etc. This also includes incidental charges to administration of security agency.
2. We further undertake that we will follow all the statutory rules like minimum wages act etc. as applicable to contract labour and take complete responsibility for the settlement of disputes for labour problems arising due to any reason.
3. We undertake to furnish a security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) which shall be refundable only after satisfactory expiry of the contract period.
4. We are ready to execute the Security Contract for the period of one year on mutual agreement executed on non-judicial stamp paper of appropriate value.

Signature and Seal of Bidder

Business Address: