**ANNEXURE-I**

 **COMPLIANCE TO ELIGIBILITY CRITERIA**

(To be verified on the basis of supporting documents submitted by the bidder)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No.  | **Particulars**  | **Whether** **Possess or not?** **(Yes or No)**  | **Whether** **Proof enclosed?** **Yes or No**  | **Page no.**  |
| 1.  | Licence under The Private Security Agencies (Regulation) ACT, 2005, for supplying security services in the State of Bihar.  |  |  |  |
| 2.  | Labour Licence under Contract Labour (Regulation and Abolition) Act, 1970.  |   |   |   |
| 3.  | EPF registrations  |   |   |   |
| 4.  | ESI registrations  |   |   |   |
| 5.  | Trade Licence  |   |   |   |
| 6.  | TIN/PAN and GST registration |   |   |   |
| 7.  | Income Tax Return Acknowledgment of last 2 years & GST Certificate.  |   |   |   |
| 8.  | **ISO 9001:2015 Certificate**  |   |   |   |
| 9.  | Annual turnover of at least ₹01 crores per annum for the last two financial years, 2019-20, and 2020-21. For financial soundness, Profit & Loss Account and Balance Sheet duly certified by Chartered Accountant must be submitted for last two financial years. The Profit & Loss Account and Balance Sheet should be accompanied by supporting schedules.  |   |   |   |
| 10. | Monthly attendance certified by the client, challan of ESI, EPF, bank details of each security personnel, maintenance staffs (daily wages) month wise, deployed at Govt. of India Institutions/organizations/PSUs for minimum of last 12-months.  |  |  |  |
| 11.  | Execution of Security, daily wages staffs and Outsourced office staffs Service for at least the last 1.5 consecutive years.  |   |   |   |
| 12.  | Possession of a “Satisfactory Performance” certificate from organizations (seal and signed by the Registrar/Head of the Institutions/ Department) where the bidder has provided Security service at least two years. |   |   |   |
| 13. | Own training centre or in collaboration with other authorized training centre.  |  |  |  |
| 14.  | Own health and safety policy and security plan: in case of fire, disease, discipline, etc.  |   |   |   |
| 15.  | Have at least more than 30 number of manpower (including daily wages and monthly salary office staffs) supplied against a single security contract of at least 2.0 years duration in any Government of India Institutions/organizations/PSUs. |   |   |   |
| 16.  | The bidder may have its branch or regional office, located not more than 50km in aerial distance from IIIT Bhagalpur campus. The location and address of the regional office at Bhagalpur with contact number and email must be mentioned on their company letter head.  |   |   |   |
| 17.  | Not having any pending court cases  |   |   |   |
| a  | against IIIT Bhagalpur, and  |   |   |   |
| b  | against their services with any organization. For this purpose, the bidder may submit a self-declaration as per **ANNEXURE VI**.  |   |   |   |
| 18.  | The bidder has not been blacklisted by the Central/State/Govt./Institutions/Organizations/ PSUs/ Govt. Autonomous bodies on the date of submission of tender. For this purpose, the bidder may submit a self-declaration as per **ANNEXURE -VI**.  |   |   |   |

**ANNEXURE –II**

**FINANCIAL BID**

 **(To be printed on the letterhead of the bidder)**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Particulars** | **%**  |
| **01.** | **Service Charges of the agency: (at least 02% shall be quoted)****Service Charges as percentage on the total amount of Wages (Basic + VDA) per month Excluding the statutory liability as specified by the Govt. from time to time such as: Taxes, EPF, ESI, and Admn. charges.** **Important:** 1. Unrealistic and non-profitable offers in respect of the Bidder are liable for rejection. However, such Bidders will be given a chance to justify themselves. In fact, the Institute Authority reserves the right to ask any Bidder to justify their offers.
2. Offer of Service Charge with ineligible figures, figures with overwriting/correction/ modification are also liable for rejection. In this respect, the decision of the Institute authority will be final and binding.
 |   |
|  |  |

**In words:** …………………………………………. percent on the total amount of Wages (Basic + VDA) per month Excluding the statutory liability as specified by the Govt. from time to time such as: Taxes, EPF, ESI, and Admn. Charges.

**Deduction from the monthly bill:**

1. TDS @ 2% for the purpose of Income Tax or as applicable from time to time.
2. TDS @ 2% for the compliance of CGST Act-2017 or as applicable from time to time.

**Signature & Seal of the Bidder**

**Date:………………**

**Instructions**:

1. This Price Bid Annexure has to be sent in a separate envelope super scribing “Price Bid”
2. For daily wages/VDA etc., the Agency will follow the latest circular of Labour Welfare Department, Govt. of India.
3. Increase in VDA or basic wages as and when applicable will be paid by the Institute (The Agency will have to produce Govt. circular along with the bills against such claims).

**The Bidder/ Tenderer should QUOTE carefully on FINANICAL BID**

**Annexure-III**

## BID DECLARATION FORM

**(To be printed on the letterhead of the bidder)**

To

The Registrar Incharge

Indian Institute of Information Technology Bhagalpur

Bhagalpur – 813210

**Subject**: Bid Declaration

I/We M/s ……………………………………………………………………… (name) submitted the bid against the NIT Reference no. (………………………………………………………..) towards providing allied Services and outsourced staffs at Indian Institute of Information Technology Bhagalpur, declare that, if we withdraw or modify our bids either during the period of validity of the bid or failure to execute the contract on the award of the contract, we understand and agree that, our firm will be debarred for the period of one year for further bidding of any tender of your Institute. Further, we agree that your Institute is at liberty to intimate this debarment to all Govt. of India Institutions/organizations/PSUs.

Yours Faithfully,

**(Signature and Stamp of the Bidder)**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Annexure-IV**

## TENDER/CONDITIONS ACCEPTANCE LETTER

***(To be given on Company Letter Head)***

To

The Registrar Incharge

Indian Institute of Information Technology Bhagalpur

Bhagalpur – 813210

**Subject:** Acceptance of Terms & Conditions of Tender

**Tender Ref. No: IIITBH/REG/Allied Service/Advt/2022/01, Dated: 19-01-2022**

**Job:** Providing Security allied Services and outsourced staffs to IIIT Bhagalpur

Dear Sir,

1. I/We have downloaded the tender document(s) for the above-mentioned ‘Tender/Work’ from the IIIT Bhagalpur website-[www.iiitbh.ac.in](http://www.iiitbh.ac.in)as per your advertisement, given in the above-mentioned website.

1. I/We hereby certify that I/we have read entire terms and conditions of the tender documents including annexures, which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.

1. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration while submitting this acceptance letter.

1. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirely.

1. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid, including the forfeiture of the full said earnest money deposit absolutely, and we shall not have any claim/right against the organization in satisfaction of this condition.

Yours Faithfully,

**(Signature and Stamp of the bidder)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

## Annexure-V

## CERTIFICATE OF ETHICAL PRACTICES

**(To be given on Company Letter Head)**

(This document shall be duly signed by the tenderer and attached with Technical Bid)

1. I/We assure IIIT Bhagalpur that neither I/We nor any of my /our workers will do any act/s, which is improper / illegal during the execution of the contract awarded to us.

1. Neither, I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the organization/institution.

1. I/We will have no conflict of interest in any of our work/contract at the institution.

1. We will keep the campus and its surroundings hygienic, neat & clean.

Yours Faithfully,

(**(Signature and Stamp of the bidder)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

## Annexure-VI

DECLARATION-cum-UNDERTAKING

**(To be given on Company Letter Head)**

1. I/We agree that the decision of IIIT Bhagalpur in the selection of bidder will be final and binding to me/us.

1. I/We agree that we have no objection if inquiries are made about our works and experience, its related areas, and any other inquiry regarding all contracts listed by us in the bid.

1. I/We undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent to such alteration will be at the sole discretion of IIIT Bhagalpur.

1. I/We have no pending court cases (i) against IIIT Bhagalpur and (ii) against our services with any organisation, on the date of submission of tender.

1. I/We are not blacklisted by IIIT Bhagalpur or Govt. of India Institutions/Organizations/PSUs on the date of submission of tender.

1. I/We certify that the security guards are trained, and none of the security guards was discharged from any service on the ground of criminal charges, theft & unreliability.

1. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

 **(Name, Designation & Signature and Stamp of the bidder)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_

## Annexure-VII

## CONTACT DETAILS OF ESTABLISHMENTS, SERVICE PROVIDER THAT HAS PREVIOUSLY PROVIDED ALLIED SERVICES

**(To be given on Company Letter Head)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Organization** | **Name of the****Manager/Officer-in Charge & his/her****Mobile/ Phone No.** | **Period of contract** | **Total contract period (in months)** |
| **1**  |  |  |  |  |
| **2**  |  |  |  |  |
| **3**  |  |  |  |  |
| **4**  |  |  |  |  |
| **5**  |  |  |  |  |
| **6**  |  |  |  |  |
| **7**  |  |  |  |  |
| **8**  |  |  |  |  |
| **9**  |  |  |  |  |
| **10**  |  |  |  |  |
| **11**  |  |  |  |  |
| **12**  |  |  |  |  |

 **(Signature and Stamp of the bidder)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_