

**TENDER DOCUMENT FOR SECURITY SERVICES ON CONTRACT BASIS AT
INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD**

Ref. No: IITH/101/Tender/Security (Civilian)/Admin/2019

Date: 05/07/2019

NOTICE INVITING TENDER

1. Sealed Tenders are invited by the Director, IIT Hyderabad from experienced registered Contractors/firms/Cooperative Societies having a valid license under Contract Labour (Regulation and Abolition) Act, 1970 for providing **'SECURITY SERVICES by civilian security guards and Ex-servicemen supervisors at IIT Hyderabad on contract basis'**. The Institute presently functions from two locations viz., temporary Campus located in Ordnance Factory Estate at Yeddumailaram and Permanent Campus at Kandi Village. In due course of time, the activities in the temporary Campus may get shifted to Permanent Campus in one or more phases.

01	Download of tender document	05/07/2019 - 15:30 hours to 26/07/2019- 17:00 hours
02	Last date for receipt of tender	02/08/2019- 14:30 hours
03	Opening of Part I of the tenders	02/08/2019- 15:00 hours

2. **Tender Form:** Tender document will not be issued in person. The tender document can be downloaded from the Institute's website www.iith.ac.in as mentioned above and also from <https://eprocure.gov.in/epublish/app>
3. **Essential Experience:** Contractors/tenderers should have at least 10 (ten) years of experience as Security Contractor handling security work in Government/ Private Organization's/ Public Sector Undertakings/Scientific Institutions and should be in a position to engage adequate number of persons to execute the work. **Mere supply of workers/labourers shall not be deemed as relevant experience.**
4. **The Contractor shall engage certified personnel for the job:** The Contractor shall engage only trained and certified personnel for the job.
5. All tenderers are required to contact Faculty In-charge or Chief Security Officer of IIT Hyderabad for Security Services, site inspection and to acquaint themselves of the proposed work to be carried out before submission of their tenders.
6. **Submission of Tenders:** The Tenders should be submitted in a sealed cover (main sealed cover) addressed "The Director, IIT Hyderabad, Kandi, Sanga Reddy (District)-502285" duly super-scribing the name of the work on the envelope **"TENDER FOR CIVILIAN SECURITY SERVICES IN IIT Hyderabad"**, and the envelope should be dropped in the tender box kept in Administration Section or the envelope should reach IITH by post on or before 14:30 hours on 02/08/2019 i.e. the last date for receipt of tenders.

7. **Tender Processing Fee:** The tenders should be accompanied by a processing fee of Rs.1,500/- (Rupees One Thousand and Five Hundred) only by way of DD drawn in favour of Director, IIT Hyderabad payable at SBI, IITH Kandi - IFSC Code SBIN0014182. No other form of fee will be accepted. The Tender Processing Fee shall be placed in a separate envelope marked as **“Tender Processing Fee FOR CIVILIAN SECURITY SERVICES IN IIT Hyderabad”** and put within the main sealed cover. Tenders received without tender processing fee will be rejected.
8. **Earnest Money Deposit:** The Tenders shall be accompanied by an **Earnest Money Deposit (EMD) of Rs.5,10,000/- (Rupees Five lakhs ten thousand only)** by way of a Demand Draft/Banker’s cheque/pay order drawn in favor of the Director, IIT Hyderabad and no other mode of payment will be accepted. The EMD shall be placed in a separate envelope marked as **“EMD FOR CIVILIAN SECURITY SERVICES IN IIT Hyderabad”** and put within the main sealed cover. Tenders received without EMD will be rejected.
9. This is a two bid system i.e., Part I) Technical Bid and Part II) Price Bid.
 - a) **Part I Technical Bid:** Technical Bid should contain **Annexure-I, Annexure-II, Quality Assessment Sheet, Tender Processing Fee, and Earnest Money Deposit (EMD)**. The tenders should be accompanied also by copies of the documents stated in **Annexure-II**.
 - b) **Part II Price Bid:** Price Bid should be as per **Annexure-III and Annexure-IV**.
 - c) **Envelopes:** Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super scribed as **“Tender for Civilian Security Services at IIT Hyderabad on contract basis - Part I (Technical Bid)”** and the cover for Part II should be super scribed as **“Tender for Civilian Security Services at IIT Hyderabad - Part II (Price Bid)”**.
 - d) All the four sealed covers should be kept in a big single sealed cover super-scribed as **“Tender for Civilian Security Services at IIT Hyderabad on contract basis”**. **Failure to comply with this instruction renders the tender/bid automatically disqualified.**
10. **The Tenders received after the due date/time will not be considered under any circumstances, they stand summarily rejected, and they will not be opened.**
 - a) **Opening of Part I of the bid:** Only Part I (Technical Bid) will be opened at 15:00 hrs on 02/08/2019 in the presence of tenderers or their authorized representatives, who are present.
 - b) **Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in part I and this notification will be opened. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.
 - c) **Evaluation of tender:** 70% weightage will be assigned to the price bid and 30% weightage will be assigned to ‘Quality Assessment’.