



Tender No. IMIB/Tender/02/Security/2021 Dated: 09 April, 2021

Tender Notice

Security Services : International Management Institute Bhubaneswar

Tenders in sealed cover are invited under **two-bid** system from reputed and experienced Agencies on behalf of the Director, International Management Institute Bhubaneswar, for providing Security Services at the following premises:

International Management Institute Bhubaneswar (IMI Bhubaneswar)
IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist-Khurda, Odisha, India

Interested agencies are required to submit the Technical & Financial bid separately. The bids in Sealed Cover –I, containing “Technical Bid” and Sealed Cover –II containing “Financial Bid”, should be placed in a third cover super-scribed “Security Services for IMI Bhubaneswar ” and should reach at below office before **15:00 hours on or before 19 April , 2021.**

The Chief Administrative Officer
International Management Institute Bhubaneswar
IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar – 751003
Dist-Khurda, Odisha, India

The Technical bids shall be opened on the same day i.e. 19 April, 2021 at 15:30 hours. In the event of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the mentioned time.

The tender document containing eligibility criterion, scope of work, terms & conditions can be downloaded from www.imibh.edu.in. Tenderer should enclose Demand Draft for **Rs.1000.00** (Rupees One thousand only) (non-refundable) as **tender submission cost**, in favour of “International Management Institute Bhubaneswar ” payable at Bhubaneswar, along with their tender bid in the Cover-I “ Technical Bid” and the bid security (**EMD**) of **Rs.50,000.00** (Rupees Fifty thousand only) should be paid by Demand Draft in favour of “International Management Institute Bhubaneswar ” payable at Bhubaneswar. The Tender Enquiry Documents are not transferable.

Any future clarification and / or corrigendum(s) shall be communicated through Chief Administrative Officer, IMI Bhubaneswar.

Chief Administrative Officer
IMI Bhubaneswar

Notice Inviting Tender and Schedule of Events

Sealed Tenders are invited under two bid system (Technical Bid and Financial Bid) from reputed, experienced and financially sound parties for the following work:

Name of the Work	Security Services for IMI Bhubaneswar
Tender No.	IMIB/Tender/02/Security/2021 Dated: 09 Apr, 2021
Tender Submission Cost (Non- refundable)	Rs.1,000/- (Rupees One Thousand Only) by Demand Draft/ Pay Order in favour of International Management Institute Bhubaneswar" payable at Bhubaneswar. This amount is non-refundable.
EMD	Rs.50,000/- (Rupees Fifty thousand Only) by demand draft in favour of International Management Institute Bhubaneswar " payable at Bhubaneswar
Estimated Volume of Business	Rs.50,00,000/- (Rupees Fifty lakh Only) per annum.
Contract Period	The period of contract will be three years with a built-in scheme for review of the performance at the end of year. The contract may be extended by another one year.
Issue of Tender	The Tender document can be downloaded from the Institute website - www.imibh.edu.in . Please refer Tender Section on the Home Page of the Website.
Pre-Bid Meeting	15:00 hours on 12 April, 2021 for clarifications of queries, if any at below mentioned address.
Submission / Receipt of Tender	Up to 15:00 hours on 18 Apr, 2021 in the office of Chief Administrative Officer International Management Institute Bhubaneswar IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khurda, Odisha, India



Opening of Tender (Technical Bid)	<p>Part – I – Technical Bid</p> <p>The Technical Tender documents shall be opened on the same day, i.e. 19 April, 2021 at 15:30 hours in the presence of authorized representatives of the bidders (if any)</p> <p>Part – II – Financial Bid</p> <p>Financial Bid of the technically acceptable bidders as recommended by the competent committee / authority, shall be opened at a later date.</p>
Presentations/Discussions - Qualified Bidders	12:00 noon on 20 Apr, 2021 in the presence of competent Authority by authorized representatives of Technically qualified bidders. The presentation is optional.
Contact Person (during the tendering process)	<p>Chief Administrative Officer</p> <p>International Management Institute Bhubaneswar</p> <p>IDCO, Plot-1, Gothapatna,</p> <p>Post-Malipada, Bhubaneswar – 751003</p> <p>Dist - Khurda, Odisha</p> <p>Tel – 0674 3042102</p>
Proposed Date to Commence the Operations	01 Jun, 2021



IMPORTANT INSTRUCTIONS

Read the tender documents carefully before filling.

Sign each page with seal.

PART 'A' should contain -

- Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
- EMD
- Tender Submission Cost
- Sealed envelope with superscription "TENDER FOR SECURITY SERVICES AT IMI BHUBANESWAR" -PART 'A'

PART 'B' should contain only Financial Bid.

- Seal the envelope with superscription "FINANCIAL BID FOR SECURITY SERVICES AT IMI BHUBANESWAR". PART 'B' - Financial Bid should mention only prices in the standard format (with break up) without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting of use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.

Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed covers in one cover addressed to The Chief Administrative Officer, International Management Institute Bhubaneswar, IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khurda, Odisha, India with superscription on the cover as "TENDER FOR SECUIRTY SERVICE AT IMI BHUBANESWAR", IMIB/Tender/02/Security/2021 Dated: 09 Apr, 2021 and send it so that to reach **on or before 15:00 hours on 19 April, 2021.**

Tender form can be downloaded from the Institute website www.imibh.edu.in. Please refer Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly. Completed application should be accompanied by Demand Draft for Rs. 1,000/-, drawn in favour of International Management Institute Bhubaneswar, payable at Bhubaneswar, towards the cost of the Tender Submission. This amount is non-refundable. Application without the prescribed fee and EMD will not be considered.

Tender/Offers may be sent by post /courier to the office of the Tender submission authority namely, The Chief Administrative Officer, International Management Institute Bhubaneswar, IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar - 751003 Dist - Khurda, Odisha.



IMI Bhubaneswar accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.

Earnest Money Deposit as mentioned in the Tender document shall be paid separately by pay order/ demand draft in favour of International Management Institute Bhubaneswar" payable at Bhubaneswar .

The technical bid will be opened at 15:30 hours on 19 April, 2021 in the presence of the representatives of the Tenderers who are present.

The technically qualified bidders may be invited for presentation or discussions on certain parameters on 20 April, 2021. The presentation is optional.

The financial bids of only those Tenderers whose Technical Tenders are recommended by competent committee / authority will be opened at a later date. The date & time of opening the financial bid will be intimated to the qualified Tenderers in advance. During the opening of the two-bid Tender the name of Tenderers who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage.

The offer of the Service Provider shall be valid for 3 (Three) months from the last date of submission of Tender/revised offer (if any).

In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competency of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.

The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.

The Institute also reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.

If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.



Eligibility:

In order to become eligible to apply for Technical & Financial Bid, the bidder should have:-

- The Bidder must be rendering security services in same name and style for last **Five Years** (from the date of submission of bid). Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished, **and**;
- The Bidder shall be an Income Tax Assesse for the last 3 (three) years, for which the bidder shall furnish IT Returns for F.Y. 2017-18, 2018-19 and 2019-20, **and**;
- The firm should have an average turnover of **Rs. 2 Crore** (Rupees Two Crores) in the last three financial years i.e. F.Y. 2017-18, 2018-19 and 2019-20 and should have employed minimum manpower of 100 persons. Copies of the audited financial accounts of last three financial years should be furnished along with a certificate from Chartered Accountant certifying the turnover of the Bidder.
- Bidder should have managed minimum 3 sites independently. The Bidder should have preferably prior experience of Academic Institute or managing site in service sector (4* and above Hotels/ Malls/ etc).
- The Bidder should not have been black-listed by any Central or State Government(s) / Public Sector Undertaking.

Selection Process

Technically qualified proposals will be only be considered for opening of Financial Bid. **Selection will be on LCBS (Least Cost Based Selection) Method.**

The Technical quotation inter alia should include and/or enclose:

- Profile of firm/company
- Names & addresses of prestigious clients served during the past three years along with the telephone numbers of the contact persons in the client organization
- Manpower employed by firm/company for Security Services during the last three years
- Self-attested copies of Registration Certificate of PF/ GST/ ESIC & Other statutory bodies/authorities
- Self-attested copies of the Income Tax Returns for the past three years
- Annual Turnover of your company/firm for the past three years
- License from the appropriate authority, if required
- The financial quotation should be submitted as per standard format with detailed break up
- The Institute reserves the right to reject any bid/tender without assigning any reason (s) thereof.



Quotation for Security Services

SCOPE OF WORK

1. The Institute has fully residential 16 acres Campus at IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar- 751003, Dist-Khurda, Odisha. It is imparting training to the post graduate students since 2011. It is also training participants representing Government, Public and Private Sector organizations.

2. Institute requires the services of professional Security Agency for safety and security at IMI Bhubaneswar Campus.

3. Intended bidders may undertake a survey of the Institute premises and satisfy themselves about the scope of work before submitting their rates. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.

Providing Security Services at IMI Bhubaneswar (IMI B) Campus

4. This comprises of the complete security control of the Campus of International Management Institute Bhubaneswar, IDCO, Plot-1, Gothapatna, Post-Malipada, Bhubaneswar- 751003, Dist - Khurda, Odisha, constructed on a plot of land measuring 16 acres with a boundary wall constructed all around.

The IMI Bhubaneswar Campus comprises of:

Academic Building (Lecture Halls, Library Block, Computer Center, Directors' Secretariat, Board Room, Faculty Block, Administration & Finance Department, Central Stores etc.), Student Hostels, MDP Hostel, Dining Hall, Electrical Sub-station and Pump House etc.

5. Agency will be required to provide day and night security services in the IMI B Campus. The agency will issue standing orders with consent of IMI B to the security personnel who will abide by these orders (SOP).



These will generally relate to:

- > Procedure for handling visitors;
- > Control over movements of stores/equipment/vehicles;
- > Instructions regarding opening, closing of office and keeping of keys;
- > Raising of emergency alarms;
- > Intimation of theft, or any other unpleasant incidence taking place and irregularities observed at the Campus;
- > Use of fire-fighting equipment, orders for gunman etc. and
- > Use of lights & whistle by the security staff

6. Uniform, lathis, whistle, torches etc. will be provided by the Agency to their staff including torch cells, stationery, register, etc. as per the requirement.

7. Prior to deployment, the security agency shall forward a deployment letter addressed to Chief Administrative Officer, stating in clear the details of personnel proposed to be deployed.

8. Agency will organize periodical drill for security staff including firefighting. Agency will have liaison with the local police and fire brigade to contact them at any time of emergency.

9. The **Security Supervisors** deployed by Agency at the IMI B Campus, will **as far as possible**, be **ex-servicemen who should also be trained to act as Fire Safety Supervisor**. The security staff will be periodically rotated so as to make the service more effective and vested interest free.

Security Equipment Operations

10. Must be able to use hand held and door frame metal detectors.

11. Must be able to operate electronic security gadgets like turnstiles, Access Control Systems, CCTV systems including NVRs, Fire detection and alarm systems including auto dialers and Burglar alarm systems.



OTHERS

12. In case the services of the security are deployed for extra hours, their wages shall be proportionately calculated from basic rates quoted and accepted by the institute.
13. If, unfortunately, any theft takes place, Agency will have to make good the loss of the Institute and the decision of the Institute shall be final and binding on agency.
14. No residential accommodation to the staff, engaged by Agency, will be provided by IMI.
15. The antecedents of the security will be verified by Agency before deploying them at IMI B Campus. The armed guard engaged by Agency shall have valid Arms License issued by the Competent Authority to carry and use the weapon.
16. **The period of contract will be three years** with a built-in scheme for review of the performance at the end of each year. The contract may be extended by another one year.
17. In case any of any security staff misbehaves with any of the IMI B official, students or guests, the said person has to be withdrawn by Agency within 24 hours. In this regard, the decision of the institute shall be final and binding on Agency.
18. The above services shall be carried out to the entire satisfaction of Institute.
19. All disputes arising out of this job work shall be subject to the jurisdiction of courts in Bhubaneswar only.
20. IMI B shall be at liberty to deduct such sums as it might think fit for any service/services not properly or adequately rendered and the decision of the institute in this regard shall be final and binding on Agency.
21. The Agency / Contractor will pay minimum wages to his employees along with P.F. subscription, ESI, etc. as per statutory requirements and will submit a list of the employees deployed at the Campus (to the Administration in a prescribed format). Agency will also submit a proof for the deposit of PF and ESI deducted from the pay of the employees and submitted to the Statutory Authority on monthly basis along with Bill.



22. Successful bidder will be required to submit security deposit (5% of Contract Value) through Bank Guarantee/Demand Draft. This will be refunded free of interest after successful completion of assignment. **Earnest Money Deposit of Rs. 50,000/-** submitted by the agency awarded contract, shall be returned only after submission of **Security Deposit**.

23. It shall be the duty and responsibility of the contractor to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is/ are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the request of the Institute, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus premises.

24. Since the work is on job basis the contractor shall submit to IMI Bhubaneswar security services bill on monthly basis. The Institute shall make payment within 15 clear days after proper verification / scrutiny of the claims of the contractor. Statutory Compliance will be sole responsibility of the agency engaged.

25. The contractor shall indicate the name of representative / contact person for monitoring of the service on day to day basis.

26. If there arises any dispute relating to MoU /contract, the same shall be referred to sole arbitration of the Director of the Institute whose decision shall be final and binding on both the parties i.e. Institute and the contractor.

27. The rates quoted and accepted shall remain unchanged for a period of 03 years from the date of receipt of work order / taking over the operational charge. Financials should be calculated accordingly. Also, The Agency shall be required to provide more man power at the same rate on pro-rata basis as and when advised to do so through written instructions.

28. No upward revision in rate on any ground whatsoever shall be allowed during the contract. Rate quoted should clearly mention all taxes and levies etc. Tax payable, shall be paid as applicable from time to time but the contractor should hold a valid license/ registration number for the same.

29. In case of IMI Bhubaneswar being called upon by any statutory authority for any purpose relating to the matters of Security, the contractor shall be solely responsible to bear all costs that IMI Bhubaneswar may have to incur on account of such infringement by the contractor or indemnify IMI Bhubaneswar for any such loss in total including the legal expenses incurred thereof.



TERMINATION

30. If for any reason the contractor is not in a position to render the service as required under this MoU / Contract or to maintain the service standard(s) required of the contractor, the Institute shall be entitled to terminate the arrangement by serving **three months'** notice to the contractor and the contractor shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Institute to make alternative arrangement(s).

NOTICE AND ADDRESS

31. Director, IMI Bhubaneswar will be the sole arbitrator in the event of any dispute.

32. The Institute has unfettered right hereunder to terminate the arrangement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Bhubaneswar.

33. The Institute reserves the right to reject any or all quotes without assigning any reason (s) thereof.

DEPLOYMENT PATTERN

34. Deployment Pattern will be as follows

S. No.	Category	Duty Hours shift	Total No. of staff
1	Security Supervisor	08 Hours	03
2	Armed Guard	08 Hours	04
3	Security Guard including lady guard	08 Hours	22

UNIFORM FOR SECURITY PERSONNEL

35. The service provider is duty bound to provide under mentioned items of dress to all personnel deployed at IMI Bhubaneswar Campus, in addition, other items of dress as considered suitable may be provided for the guards.

• Trousers -02 for each season	• Cap in summers, balaclava (woolen) for winters same color.
• Shirt Half sleeves - Two (summers)	• Torch (for night duties)
• Shirt Full sleeves (warm) - Two winters	• Whistle
• Ceremonial Uniform	• Baton with holster
• Boot ankle - One pair (per year)	• Belt
• Gum Boots for rainy season	• Identity Card



Letter of Technical Proposal

To

The Chief Administrative Officer
International Management Institute (IMI)
IDCO Plot No 1, Gothapatna, Malipada
Bhubaneswar – 751 003

Sub: Proposal for Security Services at IMI Bhubaneswar

Regarding Technical Proposal

Dear Sir,

1. With reference to the tender document dated _____ for the above captioned project, , I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for security at IMI Bhubaneswar. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to IMI Bhubaneswar any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the IMI Bhubaneswar to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the tender Documents, including any Addendum issued by the IMI Bhubaneswar;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the IMI Bhubaneswar or any other public sector enterprise or any government, Central or State; and
- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.



7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.

8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to IMI Bhubaneswar on the date specified upon intimation received from IMI Bhubaneswar.

9. The undersigned is authorized to sign the documents being submitted through this Tender Document. (A copy of Power of Attorney/Resolution may be enclosed)

10. In the event our firm is selected as the Agency for this project we shall enter into an agreement with IMI Bhubaneswar .

11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)



Particulars of the Bidder

General Information about the Firm:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business
- i) **Name, designation, address and phone numbers of authorized signatory of the Bidder:**
 - i) Name:
 - ii) Designation:
 - iii) Company:
 - iv) Address:
 - v) Phone No.:
 - vi) Fax No. :
 - vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of



Financial Capacity of the Bidder

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2019-20	
2.	2018-19	
3.	2017-18	

Certificate from the Statutory Auditor

This is to certify that..... (Name of the Applicant) has received the payments shown above against the respective years on account of event management services. And the Average Turnover of the Firm in the last three years is Rs._____. (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.



Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which the Bidder, as a single entity, was legally contracted by the Client stated.

- (i) Assignment Name -
- (ii) Name, fax, email of the Client Representative:
- (iii) Time when the assignment was carried out :
- (iv) Start Date
- (v) End Date
- (vi) Location of the Event
- (vii) Contract Value
- (viii) Narrative Description of the Scope of work of the assignment
- (ix) Description of Actual Services provided
- (x) Status of the assignment

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. The submitted testimonial **MUST** contain detailed description of work carried out by the Bidder.



FINANCIAL PROPOSAL

Covering Letter

(on the Agency's letterhead)

To

The Chief Administrative Officer
International Management Institute (IMI)
IDCO Plot No 1, Gothapatna, Malipada
Bhubaneswar – 751 003

Sub: Proposal for Security Services at IMI Bhubaneswar

Regarding Financial Proposal

Dear Sir,

I,

_____,
enclose herewith our Financial Proposal for selection of our firm as Agency to carry out
“**Security Services at IMI Bhubaneswar**”.

S. No.	Category	Per Person Amount
1	Security Supervisor	
2	Security Supervisor (ESM)	
3	Armed Guard	
4.	Security Guard including lady guard	

Note- Break-up amount for each category attached.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that the Total Amount quoted by our firm shall be considered for financial evaluation.

I agree that this offer shall remain valid for 90 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

