



INDIAN MARITIME UNIVERSITY

MUMBAI PORT CAMPUS

TENDER FOR PROVIDING "SECURITY SERVICES" at IMU Mumbai

Port campus, Hay Bunder Road

TENDERNO-IMU-MPC/PUR/2022-23/SS/26

VOLUME-I

TECHNICAL BID

Issue of Tender Document	: 10.06.2022
Last Date for Submission	: Up to 1100 Hrs. on.29.06.2022
Opening of Technical Bid	: 1430Hrs. on 29.06.2022
Earnest Money Deposit(EMD)	: NIL
Estimated Cost	: 47.36 LAKHS

All bidders are requested to visit IMU Mumbai Port Campus
www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
Indian Maritime University Mumbai Port Campus
(केंद्रीय विश्वविद्यालय, भारत सरकार)
(A Central University, Government of India)
हे बंदर रोड, मुंबई/HAY BUNDER ROAD, MUMBAI-400033.

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INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
Mumbai Port Campus
Mumbai: 400 033

TENDER NO. IMU-MPC/PUR/2022-23/SS/26

**TENDER FOR PROVIDING "SECURITY SERVICES"
AT IMU - MUMBAI PORT CAMPUS**

1. **OBJECTIVE:** - IMU Mumbai Port Campus is inviting open tenders from qualified bidders for providing "Security Services" at IMU Mumbai Port Campus, Hay Bunder Road, Mumbai- 400033.
2. **PRE-QUALIFICATION CRITERIA & MODE OF PROOF :-**

Sr. No.	Eligibility Criteria	Mode of Proof
2.1	The bidder should have following registration/Certificates. (1)GST (2)PAN (3)Trade License (4)PF registration (5)ESIC registration (6)PASARA License (7)Head Office or Branch office in Mumbai.	Self-attested photo copy of said certificates. 1) GST – Copy of GST Registration. 2) PAN – Copy of PAN card 3) Trade License – Copy of Trade License Certificate. 4) PF –Copy of PF registration Certificate 5) ESIC – Copy of ESIC registration Certificate. 6) PASARA LICENSE- Copy of PASARA License. 7) Head/Branch Office- Copy of Address Proof
2.2	The bidder should submit the Income Tax return for last three previous year s ending 31 st March 2021.	Self – attested Income Tax return Certificates.
2.3	The average annual turnover of the bidder shall be Rs.1,50,00,000/- (One Crore Fifty Lakhs only) during thelast3years.	Audited profit & loss account and balance sheet for last three year s ending 31 st March 2021.
2.4	The bidder should have successfully completed any of the following (i.e.(a)or(b)or(c)) in last three financial years, i.e., from 2019-20, to 2020-21, 2021-2022 a) One similar work of value at least of Rs.1,12,00,000/- (Rs. One Crore Twelve Lakh) OR b) Two similar works of value at least of Rs.84 Lakh each (Rupees Eighty Four Lakh each) OR c) Three similar works of value at least of Rs. 56 Lakh each (Rupees Fifty Six Lakh each)	Copy of Purchase Order/ Work Order and Copy of Completion Certificate/Final Invoice /Letter indicating return of Security Deposit for providing satisfactory 'Completion of Work' should be furnished for each of the projects.

The Bidder must possess all Four (4) (i.e. from 2.1 to 2.4) Pre-qualification Criteria. If the firm does not possess even one of these, it shall stand disqualified and the bid will not be taken up for evaluation.

3. **EARNEST MONEY DEPOSIT (EMD):-** (NIL) Every tenderer shall submit a bid security declaration in the attached format as Annexure III (Form-VI)

4. **SECURITY DEPOSIT:**

4.1. Successful tenderer shall have to give security deposit of 3% of the contract amount (i.e. the awarded cost of work) by way of Demand Draft in favour of "INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS," Payable at Mumbai, within Seven (07) days of receipt of work order. This Security deposit will not bear any interest. Upon the complete fulfillment of the contract by the Contractor to the satisfaction of IMU-MPC, the security deposit will be returned to the Contractor.

4.2. Any increase in number of security personnel will result in increase in the value of Security deposit to the tune of 3% of the value of the increase in service. The Security is needed to be deposited within three days of the receipt of order. In case if any default payment is made the service provider will have to make the complete payment with interest due on that amount. No partial payment will be accepted. However if the delay continues till the date of reimbursement of bill IMU-MPC to service provider then the same amount with interest till date will be deducted from the bill.

4.3. If there is any delay in payment of Security deposit beyond the specified or extended time as per 4(4.1) interest at the rate of 12% per annum for the period of delay may be charged by IMU-MPC, in the event of IMU-MPC deciding to award the contract even after such delay. No interest is payable on the Security Deposit.

5. **GENERAL INSTRUCTION:-**

5.1. **Contract Period:** The successful bidder will be awarded contract of Providing Security Services at IMU-MPC initially for a period of one year and if the University is satisfied with the services provided by the contractor, then the contract may be extended for further period of maximum two years (on year to year basis) i.e upto a maximum of three years. The rates, terms and conditions for such extended period will remain same.

5.2. **Tender Documents:** The Tender document can be downloaded from the IMU website www.imu.edu.in, imumumbaiport.ac.in and CPP Portal.

5.3. **Submission:**

5.3.1. The Tender shall be submitted in tender box which will be placed at the Main Gate, addressed to THE DIRECTOR, INDIAN MARITIME UNIVERSITY, MUMBAI PORT CAMPUS, HAY BUNDER ROAD, MUMBAI-400033 upto date mentioned in Cover Page.

5.3.2. The tenderer's shall seal the Technical-Bid and Price-Bid in separate envelopes (Cover-1 and Cover-2) duly marking the envelopes as "Cover-1-TechnicalBid" and "Cover-2-PriceBid".

- 5.3.3. The two envelopes alongwith the covering letter, if any shall then be sealed in an outer envelope. The envelope shall contain the following:
- 5.3.3.1. **Outer Envelope:** (a) Covering Letter; (b) Sealed Cover-1; and (c) Sealed Cover-2
- 5.3.3.2. **Cover-1- Technical Bid**
- 5.3.3.2.1. Duly filled in Tender Document with relevant details and complete in all respects. (Except price bid)
- 5.3.3.2.2. Copy of Income Tax Returns for the last three financial years.
- 5.3.3.2.3. Profit and loss statement duly attested by the Tenderer's Chartered Accountant.
- 5.3.3.2.4. Proof for the work executed as per the eligibility criteria clause.
- 5.3.3.2.5. Copy of Registration Certificate of PAN&GST.
- 5.3.3.2.6. Proof of average annual turnover.
- 5.3.3.2.7. Annexure- II (Form of Tender)
- 5.3.3.2.8. Annexure- III(Form I to Form VI)
- 5.3.3.2.9. Annexure-IV(Mandate Form)
- 5.3.3.3. **Cover-2-Price Bid:** PRICEBID/COVER duly filled both in figures and words).
- 5.3.4. The IMU, in exceptional circumstances, and at its sole discretion, may extend the tender due date by issuing a corrigendum.
- 5.3.5. The tenders will be opened in the presence of the representatives of the tenderers who choose to attend the tender opening (The maximum number of representatives attending the technical bid opening to be limited to 01 person).
- 5.3.6. IMU reserves the right to cancel or withdraw the tender any time. IMU also reserves the right to reject any or all tenders without assigning any reason.
6. **Validity:** The tender shall be valid for a period of 120 Days from the last date for submission of the tender.
7. **Payment Terms:** 100% payment on monthly submission of bills/ invoice and acquaintance role duly signed and verified by representative of IMU-MPC. The attendance report, Challan of ESIC & PF, Salary disbursement sheet, Salary calculation sheet, bank statement showing transfer of the amount to the respective security staff and other required documents are mandatory to be submitted with bill.
8. **Service Charges:** Service Charge @ per person per month will be paid to the Service Provider subject to number of days in the month actually worked considering 26 days in a month. ~~Additional Service Charge, not less than one day~~

weekly off will be considered for calculating 26 days. Service charges so agreed shall cover all liabilities (Identity card, Salary slip, other charges, etc) and obligation as per the terms and conditions of contract and incidental expenditure required for Manpower services and all other liabilities of the service provider including profit margin of the service provider.

9. **Agreement:** Upon receipt of the Work Order from IMU-MPC, successful bidder shall execute an agreement on stamp paper for value of Rs.500/- (Rupees Five Hundred only) within 07 days from the date of receipt of Work Order as per prescribed format in Annexure III (Form-V).

10. **Clarification/Information:** Any clarification/ Information can be obtained by email to **procurement.mumbaiport@imu.ac.in**. IMU-MPC will respond to any valid request for clarification, raised during or up to the pre-bid meeting.

11. **Resolution of Disputes:**

11.1. In case of any dispute, the decision of the Director, IMU-MPC will be binding to contractor/ agency.

11.2. Failing such settlement/ dispute the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-MPC. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Mumbai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Mumbai.

11.3. The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.

12. **Scope of Work:**

12.1. **Details of personnel, Location, Numbers, Weekly off, Working hours etc.**

12.2. **The Vendor will depute 02 Nos. of Security Supervisor and 10 in Nos. Security Guards. This number may increase or decrease as per the requirement. The vendor will provide the additional manpower within 07 days of request from IMU.**

12.3. General: Shift, Fitness, Uniform, Attendance, Amenities, Bio-data & Antecedents:

12.4. The security personnel should be deployed in shifts.

12.5. All personnel should be sincere, physically fit, active and energetic and aged between 20-55 years. No Minor should be engaged.

12.6. The security personnel should be provided with Uniform, Torch light, Lathi, Shoes, Whistle etc. by the contractor **at his cost**. Penalty may be imposed by IMU-MPC for personnel who are not in possession of these above

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- 12.7. Attendance of personnel will be maintained in a register and the same may be sought by IMU-MPC for verification on the 1st Servicing day of the following month.
- 12.8. Food, Accommodation arrangements for the personnel will not be provided by IMU-MPC and hence shall have to be made by the contractor.
- 12.9. The contractor should furnish to the IMU-MPC the bio-data of the personnel posted in the IMU-MPC before posting at campus and any changes thereof within 24-hours of the same. IMU-MPC reserves the right to reject any person posted in IMU-MPC without assigning any reason.
- 12.10. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the IMU-MPC.
- 12.11. Fire fighting system will be responsibility of bidder, security staff must trained in this area.
- 12.12. Service provider and its staff shall take proper and reasonable precautions to preserve from theft, loss, destruction, waste or misuse of the areas of responsibility and custody of the Campus as whole which include properties and assets of IMU-MPC given to them by the IMU-MPC and shall not knowingly lend to any person or company any of the effects of IMU-MPC under its control.
- 12.13. The Service provider shall be responsible to maintain all property and equipment of IMU-MPC entrusted to it.
- 12.14. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with IMU-MPC as and when required by IMU-MPC.
- 12.15. Security Officer/Assistant Security Officer may be required to sit in the control room and do surveillance through CCTV camera and hence should be well versed with CCTV and security control function.
- 12.16. The Assistant Security Officer may be asked to do watch in case of exigencies which will be decided by IMU-MPC.
- 12.17. The personnel not holding ID card as mentioned in above Para can only enter the campus by having Gate Pass issued to them by appropriate authority and the security personnel deployed is required to ensure the compliance and should be aware of such procedures.
- 12.18. Any other person entering/existing the campus is needed to enter his/her name along with the time of entry and exist in the register maintained at the gate.
- 12.19. The service provider is responsible for the security of people, equipment, vehicles, the entire campus and can its access etc. IMU-MPC shall not bear any damage/claim of any nature caused out of the failure/ negligence of the security personnel in discharge of their

duties. The Service provider shall indemnify IMU-MPC for any loss suffered by IMU-MPC in this regard.

- 12.20. The Security staff shall not accept any gratitude or rewards in any shape.
 - 12.21. Personnel deployed shall have to do any other work assigned by the Director, IMU-MPC either directly or through authorized officers.
 - 12.22. Report irregular incident (any incident involving theft, manhandling, scuffle, ragging etc.) at the campus in 'Occurrence Report' shift wise and submit details to IMU-MPC official.
 - 12.23. Deployment of Security Guards will be as per the instruction of the authorities of IMU-MPC and the concerned authorities may monitor the same personally from time to time.
 - 12.24. The Guards on duty will also take care of vehicles, scooters/ motorcycles /bicycles parked in the parking sites located within the premises of the Department and ensure that these are not parked in un-authorized places.
 - 12.25. The Security Guard on duty shall not leave the duty location until his reliever. It is specifically being stressed that security guards on the post is required to be present on the security post all time during his duty hours and should be in a position to work for the entire stretch without demanding breaks. He should fulfill his natural needs like food. Under no any circumstances the security personnel will leave the post.
 - 12.26. Night, third shift patrol guards whistle at the event of any emergency to draw attention etc.
 - 12.27. Any other provisions as advised by the IMU-MPC may be incorporated in the agreement. The same shall also be binding on the service provider.
 - 12.28. The security personnel are required to prevent assembly, strikes gheraoes or such other incidents which require mob handling.
 - 12.29. Security Personnel will be asked to do any type of office job and act as a multi tasker. They cannot claim that they will do only security duty and hence may be required to work for any job outside or inside campus.
13. **Payment Terms:** The Service Provider shall be paid at the following rates:
- 13.1. Whenever Government of India revises the minimum wages, such revised wages will be applicable. No increase in amount, other than the minimum wages in the present rate as increased by GOI will be considered by the IMU - MPC. The Contractor should make payment to the deployed personnel at the above rates for the period actually employed in a month before 7th of the following month. The above base rate/minimum rates of wages include also the wages for weekly of rest. The Staff will be paid for each shift of Eight hour Thirty minutes duty per day. Office holidays will be considered for paying minimum wages as per the above para.

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- 13.2. Applicable bonus at the minimum applicable rates, as per the GOI notification, for the period of deployment of staff is to be paid by the service provider and included / added to the bill for the month in which the bonus is so paid by the service provider and submit the proof and calculation of payment along with the bill.
- 13.3. The contractor should submit the bill to IMU-MPC on or before 15th day of the succeeding month along with supporting documents as determined by IMU - MPC including the following pertaining to the previous month:
 - 13.4. Proof of payment of the wages paid to the deployed staff proof of deposit of Employee & Employer's contribution towards EPF and ESIC remitted to the respective organizations within the due date as stipulated in their respective statutes.
 - 13.5. Wage Bill Register in format prescribed.
 - 13.6. Copy of Bank advice memo for crediting to the individual SB account of the deployed staff.
 - 13.7. Any other documents/proof as required by the Director or Authorized Officer for verification of Calculation sheet showing the total amount of Service Charges payable etc.
 - 13.8. The contractor should ensure that the net amount as per the Wage Bill Register agrees with the amount deposited with the respective Savings Bank (SB) accounts of the deployed employee. The contractor should furnish a certificate to this effect. Difference, if any, between the net amount payable to the staff and amount credited to the Bank for reimbursement to the respective SB accounts of the staff, will be withheld from the bill of the service provider.

14. **Disbursement of Bills:**

- 14.1. IMU - MPC will, after verification of the claim for its correctness and completeness from the contractor, make payment within fifteen working days after the date of receipt of the claim. No interest is payable by IMU in case of any unavoidable delay in settling the bills. However IMU would endeavour to settle the bills within said date. TDS at the rates applicable shall be deducted.
- 14.2. Monthly payment must be disbursed by agency irrespective of approval/payment by IMU-MPC.

15. **PENALTIES & FINES:** Penalties will be levied, as mentioned below subject to the ceiling limits mentioned therein for specific lapses found during the period of contract and will be recovered from the monthly payments. Penalties will be levied on the service provider for the violation of terms of the NIT as mentioned below:

- 15.1. Major penalties: The following incidents will be considered as major penalties and will attract immediate termination of the services and banning the service provider from participating tenders on IMU-MPC, IMU-Headquarters and its Campuses.

- 15.1.1. No mandatory valid license/registration of Service Provider with appropriate authority

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- 15.1.2. If found transferring/subletting the service, partly or fully, to any other person/firm /corporation whatsoever.
- 15.1.3. Non-compliance of applicable rules and regulation of Central/ State Government

15.2. Other penalties:

- 15.2.1. In case any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty equal to double the wages of number of guards/supervisors absent on that particular day may be levied by IMU-MPC and the same shall be deducted from the contractor's bills.
- 15.2.2. In case any public complaint is received attribute able to misconduct/ misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from IMU-MPC's system immediately.
- 15.2.3. In case the contractor fails to commence/execute the work as stipulated in the Agreement or unsatisfactory performance or does not meet the statutory Requirements of the contract, IMU-MPC reserves the right to impose the penalty as detailed below:-
- 15.2.4. 0.5% of cost of Work Order/agreement per week, upto four weeks of delay. After four weeks delay, IMU-MPC reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s).The difference if any may be recovered from the defaulted contractor and also the defaulting contractor shall be debarred for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
- 15.2.5. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/-on each occasion and habitual offenders in this regard shall be removed from the Department. The penalty on this account shall be deducted from the Contractor's bills.
- 15.2.6. Salary for these security personnel engaged should be made on or before 7th of the succeeding month, failing which penalty of 1% of the bill devalue for the month (delayed) will be imposed.
- 15.2.7. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Officers / Staff/Students etc. and should project an image of utmost discipline. IMU-MPC shall have the right to have any security guard removed in case of the able complaints from Officer/Staff/Students or as decided by representative of

IMU-MPC if the person is not performing the job satisfactorily or is considered to be undesirable or for any other reason deemed fit by IMU-MPC. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by IMU-MPC, failing it may be treated as absent and consequent penalty as specified elsewhere in the document or any other penalty as deemed fit and reasonable by IMU-MPC will be imposed.

15.2.8. That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its security personnel deployed in IMU-MPC, which would be established after an enquiry conducted by IMU-MPC, the said loss can be claimed from the contractor up to the value of the loss. The decision of the IMU-MPC will be final and binding on the agency.

15.2.9. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited to IMU-MPC besides annulment of the contract. If any of the above condition is violated, IMU-MPC has the right to impose any penalty as decided by the IMU-MPC's administration.

15.2.10. Security personnel found drunk or sleeping on duty to be removed by the Contractor and no payment will be made. The contractor shall ensure that its personnel shall not at any time, without the consent of IMU-MPC in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of IMU-MPC. This clause does not apply to the information, which becomes public knowledge.

15.2.11. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

16. **Termination of the Contract:** In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect and any deficiency in service or any other reason whatsoever at the discretion of IMU. IMU-MPC reserves the right for termination of the contract at any time by giving 15 days written notice, and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. Similarly the contractor may terminate the contract by giving two month notice by assigning reasons.

17. **Other Term and Condition:**

17.1. Qualification of Security Personnel: Security Officer (SO) Security Supervisor – An ex-serviceman of the rank of JCO/NCO and above. – (02 No's)

17.2. Ex-Serviceman/Unarmed Security Guard (10 No's) – As per the definition of ex-serviceman levied by Central Government.

17.3. Age of the General Security Personnel and Ex-Serviceman Security Personnel should not be more than 50 and 55 years respectively.

18. **Evaluation of Bids:**

18.1. Technical Bid Evaluation: The Bid submitted will be evaluated based on the details of the technical qualification submitted by the bidder under Cover I in the prescribed formats to ascertain whether the bidders qualify. The Cover II (Price Bid) of only those firms which technically qualify as per the documents in Cover I will be opened. IMU- MPC or his representative reserves the right to obtain any clarifications from any of the bidder without vitiating the tendering process.

18.2. Financial Bid Evaluation: Since the Basic + VDA is fixed as per minimum wages statutory guide lines the same not required to quoted by the bidder. The bidder is required to submit their bids for:-

Service Charges: The Service Charges will be taken for comparison among the bidders for evaluation and the bidder who quoted the lowest total cost (excluding GST) will be awarded the work. However, mere quoting of low rates alone will not confer any right to such bidders seeking acceptance. In case the Price bid of more than one agency is same, as L-1, then IMU MPC will decide the L1 based on highest turnover.

Quoting unworkable rate of service charges will not be considered and is liable to be rejected. If the committee decides the rate as unworkable, the service provider will be asked to give write-up about justification as to how it will be able to fulfill its entire obligation with the quoted service charge. If the committee decides that the justification is not workable enough w.r.t quality and effective execution of the contract, the bid will be rejected. The decision of the Committee in this regard will be final and no further correspondence will be entertained. In case of any changes in GST rate or any other statutory obligation resulting in generation of extra profit by the service provider, the same has to be passed onto IMU-MPC.

The latest minimum wages applicable as on the date of release of this tender will be the basis for calculation.

FORM OF TENDER

NOTE: This Memorandum forms part of the Tender and this should be duly filled in, signed & sealed and enclosed along with the Tender.

To
THE DIRECTOR,
INDIAN MARITIME UNIVERSITY MUMBAI PORT CAMPUS
HAY BUNDER ROAD MUMBAI-400033.

Sir,

Being duly authorized to represent and act on behalf of

.....

hereinafter called "the tenderer" and having visited the sites and examined Terms and Conditions of Contract, Instructions to the Tenderers, Schedules and Bill of Quantities for the Menu of Tender for "SECURITY SERVICES"; and

1. I / We offer to execute the work in conformity with the terms and Conditions of this tender/contract.
2. I / We undertake that, if our Tender is accepted, to do the SECURITY SERVICES contract for the periods specified in this Schedule.
3. If my / our tender is accepted we will furnish a Security Deposit within 07 days of receipt of work order through a Demand Draft or Bankers Cheque from Nationalized Bank or a Scheduled Bank in India approved by Government of India for a sum equivalent to 3% of the value of contract of any Nationalized Bank or Scheduled Bank in India as Security deposit for the due performance of the Contract.
4. I / We agree to abide by this Tender for a period of 120 days from the date fixed for receiving the same or such further period as may be mutually agreed upon and it shall remain binding upon us and may be accepted at any time before the expiration of that period should we fail to abide by our Tenders during the above said period of 120 days or such extended period as mutually agreed upon, the IMU shall be at liberty to forfeit the Earnest Money deposited by us.
5. Unless and until a formal agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.

6. (i) We understand that the IMU reserves the right to,
 - a. Amend the scope of tender and value of contract under this work at anytime
 - b. Reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.

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(ii) We agree that the IMU will not be liable for any such action and will be under no obligation to inform the tenderer of the grounds for such action as rejection, modification, delays, cancellation etc.

7. If our Tender is accepted as a whole or as individual components, we understand that we are held fully responsible for the due performance of the Contract.

8. We agree to execute the SECURITY SERVICES contract referred to in the Tender Documents upon the Terms and Conditions contained or referred to there in and to carry out such deviations as may be ordered.

SIGNATURE.....FOR AND ON BEHALF OF.....

.....DATE.....

Witnesses:

- | | |
|-------------------|-------------------|
| 1. Signature..... | 2. Signature..... |
| Name..... | Name..... |
| Address..... | Address..... |

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
Indian Maritime University Mumbai Port Campus
(केंद्रीय विश्वविद्यालय, भारत सरकार)
(A Central University, Government of India)
हे बंदर रोड, मुंबई/ HAY BUNDER ROAD, MUMBAI-400033.

CONTENTS OF QUALIFICATION FORMAT

	Description
Form I	Letter of application
Form II	Experience for executing similar works
Form III	Annual Turnover Data
Form IV	Declaration regarding Blacklisting/Debarring
Form V	Format Agreement
Form VI	Bid Security Declaration

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Content of Qualification Format
INDIAN MARITIME UNIVERSITY
TENDER FOR PROVIDING "SECURITY SERVICES" AT
IMU MUMBAI PORT CAMPUS
Covering Letter to Accompany Technical Bid
FORM – I

Name & Address of the Bidder

TO

THE DIRECTOR,

Indian Maritime University , Mumbai Port Campus

Hay Bunder Road, Mumbai- 400033.

Sir,

1. Being duly authorized to represent and act on behalf of here in after called "The tenderer" and having reviewed and fully understood all the qualifying information provided, the undersigned hereby applies to be qualified under Cover -I for the Tender for providing "Security Services" AT IMU MUMBAI PORT CAMPUS.

2. Attached to this letter are copies of original documents defining

- i) The tenderer's legal status
- ii) The Principal place of business and
- iii) The place of incorporation or the place of Registration

3. (i) This tender (Under Cover – I and Cover II) is made in the full understanding that contents of Cover-I will be subject to verification of all information submitted therein along with the tender and authorize IMU or its authorized representative to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. (ii) We understand that the Employer reserves the right to,

- Amend the scope of tender and value of contract under this work anytime
- reject or accept any tender including the lowest, cancel the tender process and reject all tender without assigning any reason.

(iii) We agree that the Employer will not be liable for any such action and will be under No obligation to inform the bidder of the grounds for such action.

4) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/ debarred by IMU for at least 3years.

5) In the event of our being awarded the work, we undertake to remit the Security Deposit and execute the Contract with IMU within 07 (Seven) days from the date of issue of the Purchase Order failing which order/offer will be cancelled.

6) Our Price Bid is exclusive of GST and the price quoted shall be firm till the execution of the contract and for the extended period if any.

DATE: TENDERER'S SIGNATURE WITH STAMP

समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
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INDIAN MARITIME UNIVERSITY
TENDER FOR PROVIDING "SECURITY SERVICES" AT
IMU MUMBAI PORT CAMPUS

FORM-II

Experience on Contract for similar works (executed during the last 2 years) as per clause 2.1 of Pre-Qualification Criteria

Sl. No.	Name and address of the Institution & Name of Contact person & Telephone No.	Period of contract	Date of Commencement of contract.	Date of completion of contract	Work Cost	Mode of Proof enclosed

Note : Each item / contract listed under the above columns shall be supported by documentary evidence / Performance certificate issued by the competent authority in original or with a Xerox copy duly notarized or self-attested, subject to production of the originals when demanded.

DATE:

TENDERER'S SIGNATURE WITH STAMP

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
Indian Maritime University Mumbai Port Campus
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INDIAN MARITIME UNIVERSITY
TENDER FOR PROVIDING "SECURITY SERVICES"
AT IMU MUMBAI PORT CAMPUS
Qualification Questionnaire

FORM-III

Annual turnover data form Audited Balance sheet and Profit and loss Account of the firm for the last three financial years shall be enclosed.

The information supplied should be the annual turnover of the tenderer in term of amount billed for each financial year of work in progress or completed.

Annual turnover data for the last 3 financial years is to be provided in the following format.

SL.NO	FINANCIAL YEAR	ANNUAL TURNOVER
1	2019-20	
2	2020-21	
3	2021-22	

(The latest Income Tax Returns, duly attested by the Tenderer's Chartered Accountant, shall be attached)

DATE:

TENDERER'S SIGNATURE WITH STAMP

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
Indian Maritime University Mumbai Port Campus
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INDIAN MARITIME UNIVERSITY
TENDER FOR PROVIDING "SECURITY SERVICES"
AT IMU MUMBAI PORT CAMPUS
FORM-IV

Declaration regarding Blacklisting/Debarring
(On company letter head)

To
The Campus Director
Indian Maritime University,
Mumbai Port Campus

Sub.: Declaration regarding Blacklisting/Debarring for taking part intender.

Dear Sir,

I/We _____ Firm/Contractor/Manufacturer /
Partner(s)/ Authorized Distributor/ agent of M/s. _____

Hereby declare that the firm/company namely M/s. _____ has not
been black listed or debarred by Union / State Government/ Autonomous
organizations/universities in the past three years from taking part in tenders in India.

There is no legal case presently against the Director or the firm and they have not
been convicted by the court.

In case the above information found false I/we are fully aware that the
tender/contract will be rejected/cancelled by the Indian Maritime University, Mumbai
Port Campus, and EMD/Performance Security shall be forfeited.

In addition to the above, Indian Maritime University, Mumbai Port Campus shall not be
responsible to pay the bills for any completed/partially completed work.

[Name, Signature & Seal] for and on behalf of M/s. _____

Note: This letter of shall be on the letter head of the company and shall be signed by
a person competent and having the power of attorney to bind the company/firm.

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FORM-V

FORMAT OF AGREEMENT

(To be submitted on stamp paper of Rs.500/-)

IT IS THIS day of 2022 MUTUALLY AGREED between the IMU, Mumbai Port Campus, hereinafter referred to as "the Employer" (which expression shall mean and include their assigns and successors) on the one part ANDM/s.....a Company/incorporated under the companies Act,1956..... having its Registered office at.....herein after referred to as "the Contractor" (which expression shall mean and include their permitted assigns and successors) on the other part: WHEREAS the Employer is desirous that certain Goods and Services should be provided and certain Works be executed as per Tender documents hereinafter called „The Works" and has accepted a Tender by the Contractor for the execution, completion and guarantee of such works.

NOW THIS AGREEMENT WITNESSES as follows:-

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.,
 - a) Technical and Financial bids
 - b) Instructions to the Bidders
 - c) Terms and Conditions of contract
 - d) The work specified in the Tender documents
 - e) The Annexures
 - f) The Purchase Order
 - g) Security Deposit
2. In consideration of the payment to be made by the Employer to the Contractor as here in after mentioned, the Contractor hereby covenants with the Employer to execute, complete and guarantee the Works in conformity in all respects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution, completion and guarantee of the works the contract price at the times and in the manner prescribed by the Contract.
4. The contract shall be governed by all the conditions as described in the terms and conditions of contract, work mentioned in the Tender documents and any other conditions given in the Tender documents.
5. This agreement shall be governed by the laws of India and shall be subject to the Jurisdiction of the Courts in Mumbai.

IN WITNESS WHEREOF the parties hereto have caused their respective common seals to be here unto affixed (or have here unto set their respective hands and seals) the day and year first above written.

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
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(A Central University, Government of India)
हे वंदरा रोड, मुंबई/HAY BUNDER ROAD, MUMBAI-400033

SIGNED AND DELIVERED

On behalf of the Contractor

On behalf of Employer

Signature

Signature

Name

Name

Address

Address

Official Seal

Official Seal

Place

Place

Date

Date

On behalf of the Contractor

On behalf of the Employer

Witness:

Witness:

i) Signature

i) Signature

Name:

Name:

Address:

Address:

Place

Place

Date

Date

ii) Signature

ii) Signature

Name:

Name:

Address

Address

Place

Place

Date

Date

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट परिसर
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FORM-VI

FORMAT OF BID SECURITY DECLARATION

I/We _____
_____ hereby states and understand that , if
I/We _____
_____ withdraw/ modify our tender during the period of validity of
the tender, The Indian Maritime University, Mumbai Port Campus would suspend the
bidder from participation in any future tender of Indian Maritime University for a
period of Six(06)months.

Date
Place

Signature
Name
Capacity in which signed

Seal of the firm to be affixed.

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MANDATE FORM**(Account/s Information form)****REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.****A. DETAILS OF ACCOUNT HOLDER:**

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:**ACCOUNT NAME** (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.**COMPLETE BANK ACCOUNT NUMBER** (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager

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 है बंदर रोड, मुंबई/HAY BUNDER ROAD, MUMBAI 400022



**INDIAN MARITIME UNIVERSITY
MUMBAI PORT CAMPUS**

**TENDER FOR PROVIDING "SECURITY SERVICES" at IMU
Mumbai Port campus, Hay Bunder Road
TENDER NO. – IMU-MPC/PUR/2022-23/SS/26**

VOLUME – II FINANCIAL BID

**All bidders are requested to visit IMU Mumbai Campus website:
www.imumumbaiport.ac.in & www.imu.edu.in for regular updates.**

भारतीय समुद्री विश्वविद्यालय, मुंबई पोर्ट कैंपस
Indian Maritime University Mumbai Port Campus
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(A Central University, Government of India)
है बंडर रोड, मुंबई/HAY BUNDER ROAD, MUMBAI - 400033

**TENDER FOR PROVIDING SECURITY SERVICES AT IMU MUMBAI PORT
CAMPUSES FOR THE YEAR 2022-23**

FINANCIAL BID

Sl. No.	Description of Work	Rate Quoted per month	Total Amount Quoted for the year
1	12 Nos. Security Personnel. (Security Supervisor- 02 No's) (Security Guards- 10 No's)	Rate need not be quoted since Minimum wages(Basic + VDA) as per Statutory Guidelines	Rate need not be quoted since Minimum wages(Basic + VDA) as per Statutory guidelines
2	Service Charges (Per Person) (in figure)		

*Service Charge to be quoted as a fixed amount on per person per month basis considering 26 days in a month.

- Security Supervisor/ Ex Serviceman (Basic + VDA) wage as per DGR rates for Area A i.e. Rs.1071.98
- Security Guards (Basic + VDA) as per Labor Commissioner Order)

Yours faithfully,

Date

Place:

Signature with Seal of Authorized Signatory

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