

BID DOCUMENT

Supply of Security Manpower at CIHTS, Sarnath



**Central Institute of Higher Tibetan Studies
Sarnath, Varanasi-221007**

Email: registrar@cihts.ac.in

Website: www.cihts.ac.in

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Supply of Security Manpower in CIHTS, Varanasi

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SECTION I
(NOTICE INVITING E-TENDER)

1. On behalf of Central Institute of Higher Tibetan Studies, Sarnath, Varanasi, online tender is invited from eligible, experienced, financially sound and duly registered professional security agencies empanelled either with Directorate General of Resettlement, Ministry of Defence, Govt. of India or registered under the Private Security Agencies (Regulation) Act, 2005 along with Uttar Pradesh Pvt. Security Agency Rules for supply of Security Manpower on outsourcing basis initially for a period of One year which can be extended as per GoI/GeM guidelines upto depending upon the performance of the contractor to be reviewed and assessed by the Institute.

| | |
|--|--|
| NIT No. | CIHTS/ADM-II/Sec/Tender/2025/01 |
| Name of Work | Supply of security Manpower at CIHTS, Sarnath |
| Earnest Money | Rs. 10,000/- (Ten Thousand only) |
| Important Dates: | |
| Date of Issue/Publication of E-Tender Notice on GeM portal | 12.04.2025 |
| Pre-bid meeting | 16.04.2025 11:00 AM |
| Bid Submission End date | 25.04.2025 |
| Bid Opening Date | 25.04.2025 |
| Address For Communication (Tender Inviting Authority) | Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi-221007 Email: registrar@cihts.ac.in |
| Contract Duration | Initially for One year (Extendable as per GoI/ GeM guidelines depending upon the performance of the contractor to be reviewed and assessed by the Institute) |

2. Tender Documents may be downloaded from GEM Portal website at www.gem.gov.in or Institute website www.cihts.ac.in
3. Bidders can download the bid document from GeM Portal website at www.gem.gov.in. They are required to submit the bid online by scanning and uploading all the relevant documents through www.gem.gov.in
4. Bidders are advised to go through the instructions provided at “Instructions for Online Bid Submission”. They are requested to follow the instructions carefully as per the tender document and the instructions given on the aforesaid website. The bidder should go through the tender documents/instructions carefully before submitting/uploading the bids.
5. The tender will be submitted online on the GeM portal on www.gem.gov.in before the last date of submission of bid as specified in the critical date sheet.
6. The Institute reserves the right to accept or reject any bid or cancel the tender. Institute decisions in this regard shall be treated as final. No correspondence in this regard will be entertained. Further, the Earnest Money shall be forfeited, if it is found at any stage that information/particulars submitted by the bidder are false.

7. The Earnest Money Deposit (EMD) of **Rs.10,000/- (Ten Thousand only)** shall be submitted offline in the form of Fixed Deposit/ Demand Draft/Bank Guarantee drawn on Nationalized/ Scheduled bank in India in favour of “**CIHTS**” payable at **Varanasi (Details mentioned below)** and be sent to The Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi, U.P. (scanned copy of DD / Bank Guarantee in .pdf format to be uploaded online along with Technical bid) within the stipulated date and time (i.e. upto 28.04.2025). EMD of unsuccessful bidders will be returned as per GeM guidelines. No interest would be paid by the Institute on deposited EMD.

| | |
|-------------------------|--|
| Account Name | The Central Institute of Higher Tibetan Studies |
| Name of the Bank | Union Bank of India, Paigambarpur Branch |
| Account Number | 416302010116003 |
| IFSC Code | UBIN0541630 |

8. The Service Provider will be liable to forfeiture of the Performance Guarantee in case the Institute deems its performance as unsatisfactory or on account of violation of any terms or agreement of the contract.
9. The Performance Guarantee Receipt will be returned within the timeline mandated by GoI/GeM after the successful completion of the contract and settlement of all the dues, if any.
10. Conditional bids shall not be considered and will be rejected summarily.
11. Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Tender Evaluation Committee constituted by the Institute for the purpose. No bidder will be allowed to withdraw its bid after the opening of the technical bid. If any bidder intends to withdraw after the opening of technical bids, its EMD will be forfeited.
12. The Institute reserves the right to reject any or all the bids submitted by the bidders at any time or amend any of the terms and conditions contained in the Tender Documents as per extant guidelines of GoI/GeM.
13. Any subsequent Updates, Addendums, Corrigendum, Amendments, Revisions, Extension of bid dates (if any) with regard to this Bid will be published only on the website www.gem.gov.in and www.cihts.ac.in. All bidders are required to regularly check the websites for any update(s).


12/4/25
Registrar

**Central Institute of Higher Tibetan Studies,
Sarnath, Varanasi – 221007
E-mail: registrar@cihts.ac.in**

**कुलसचिव
Registrar**

**केन्द्रीय उच्च तिब्बती शिक्षा संस्थान, सारनाथ, वाराणसी
Central Institute of Higher Tibetan Studies, Sarnath, Varanasi**

SECTION II

INSTRUCTION FOR ONLINE BID SUBMISSION

The tender document has been published on the GeM Portal (www.gem.gov.in). The bidders are required to submit soft copies of their bids electronically on the GeM Portal. Instructions given below are meant only to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirements and submit their bids online on the Gem Portal itself. More information for submission of online bids on the Gem Portal may be obtained at www.gem.gov.in.

1. Registration

- 1.1** Bidders are required to enroll on the GeM Portal www.gem.gov.in.
- 1.2** On registration with the Portal, they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.3** Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process.

2. Preparation of Bids

- 2.1** Bidder should take into account corrigendum published, if any, in respect of the tender document before submitting their bids.
- 2.2** Bidder, in advance, should prepare their bids as per extant guidelines of GeM.

3. Submission of Bids

- 3.1** Bidder should log on to the site well in advance for bid submission so that bidder can upload the bid in time, i.e., on or before the bid submission date and server time.
- 3.2** Bidder has to digitally upload the required bid documents as per the requirement of the tender document.
- 3.3** Bidders are requested to note that they should necessarily submit their technical & financial bids in the format provided and no other format is acceptable. Once the details have been completed, the bidder should submit it online. If the format of technical & financial bid is found to be modified by the bidder, the bid will be rejected.
- 3.4** The server time (which is displayed on the bidders dashboard) will be considered as the standard time for referring the deadlines for submission time as the standard time during bid submission.
- 3.5** Upon successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number, date & time of submission of the bid with all other relevant details.

3.6 Kindly submit scanned PDF of all relevant documents.

4. Assistance to Bidders

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority (TIA) or the relevant contact person indicated in the tender.

5. General Instructions to the Bidders

- 5.1** The tenders will be received online through the portal www.gem.gov.in in the Technical Bids. The bidders are required to upload all the documents in **pdf format only**.
- 5.2** Bidders are advised to follow the instructions provided in the Instructions to the Bidder for submission of the bids online through the GeM Portal at www.gem.gov.in.
- 5.3** Bidder who has downloaded the tender from the GeM Portal website www.gem.gov.in and www.CIHTS.ac.in **shall not tamper/modify the tender form in any manner**. If the same is found to be tampered/modified in any manner, the tender will be rejected and the Earnest Money Deposit (EMD) will be forfeited.

SECTION III

Instructions to Bidders

1. Scope of Work

Scope of work is provided in **Section V** of this document.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

3. Earnest Money Deposit (E.M.D.)

The Earnest money Deposit (EMD) of **Rs.10,000** (Rupees Ten Thousand only) shall be payable in the form of RTGS drawn in favor of 'Central Institute of Higher Tibetan Studies, payable at Varanasi. It has to be submitted offline to the office of the Registrar, CIHTS, Varanasi-221007 (Scanned copy of DD / Bank Guarantee in .pdf format to be uploaded online) within 5 days of the Bid Submission End Date failing which the bid will be rejected. Earnest Money will be refunded to unsuccessful bidders within the stipulated timeline as per GoI/GeM guidelines.

Further, a security deposit of Rs. 50,000/- will be deposited by the contractor on award of the contract which will be refunded or returned without any interest on completion of the terms of contract.

The Institute shall abide by all extant rules of GoI regarding EMD exemption.

5. Amendment of Bidding Documents

5.1 At any time prior to the deadline for submission of bids, the Institute may, for any reason, either on its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by a suitable amendment.

5.2 The Institute, as per its requirement, may extend the deadline for submission of bids.

6. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid, shall be in English language only.

7. Documents Comprising the Two Parts in Bids

7.1 Technical bid and Price (Financial) Bid:

The bids are to be uploaded in two parts i.e. Technical bid and Price (Financial) Bids.

(a) Technical bid shall be submitted through GeM Portal. If the scanned copies of EMD is not uploaded along with the technical bid, such bid will not be considered.

(b) Financial bid (Price bid) shall be submitted through GeM Portal.

7.2 Technical bid:

The minimum eligibility criteria required for bidding are given in Section VIII. Performa for Technical bid is given in Section X.

7.3 Price (Financial) Bid

(a) The Bidders should submit their financial bid through GeM portal only. No hardcopies shall be acceptable.

(b) Bidders quoting less than 3.85% Service Charge excluding GST shall not be considered for further evaluation.

(c) It shall be the duty of the service provider to remit GeM Transaction charges to GeM portal.

(d) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in words and figures the price quoted in word will be treated as final.

(e) The prices once accepted by the Institute, shall remain valid till the successful expiry of the contract period and the work fully effected. The Institute shall not entertain any request to increase the rates during the contract period for any reason except change in GST. However, any fall in GST will be transferred fully to the Institute.

(f) Cartel Formation and Quoting Prices in Pool - Bidders may note that Offers of such firms who resort to the unethical practice of cartel formation and quote prices in a pool shall be rejected and the parties doing so shall not be considered for award of any contract in the Institute for the next two years.

8. Bid Currency

Service Charges to be quoted in Percentage Only.

9. Offer Validity

All the submitted offers must be valid for a period of 180 days from the date of opening of the technical bid. No request will be considered for price

revision during the contract period. **If necessary, the Institute shall seek an extension in the offer validity period beyond 180 days.**

10. Deadline for Submission of Bids

10.1 Bids must be received ONLINE not later than the time and date specified in the Invitation for Bids.

10.2 The Institute may, as per its requirement, extend the deadline for submission of bids by amending the bid.

11. Late/Delayed Bids

The offers received after the due date and time will not be considered.

12. Modifications and Withdrawal of Bids

12.1 The Bidder may modify or withdraw its bid before the last date of bid submission as declared in the important dates of this tender, as per the provision of GeM Portal.

12.2 Financial Bids of only those bidders who qualify in the technical bid shall be opened after evaluation by a Tender Evaluation Committee constituted for the purpose. No bidder will be allowed to withdraw its bid after the opening of technical bid. In case of withdrawal of the bid by the bidder after technical bid opening, its EMD will be forfeited.

13. Clarification of Bids

13.1 During the evaluation of the bids, the Institute may, as per its requirement, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

13.2 No Bidder shall contact the Institute on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute, it should be done in writing before the pre-bid by email to registrar@cihts.ac.in

13.3 Any effort by a Bidder to influence the Institute in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

14. Support to MSEs

14.1 Exemption from submission of bid security: Relaxation of EMD will be as per Govt. of India rule to MSME etc.

Bids without Bid security declaration will not be considered.

14.2 Relaxation of prior turnover and experience: MSEs shall be exempted for minimum turnover and experience criteria while evaluation of their technical bids. MSEs shall be allocated 10 marks for average annual turnover during last 03 financial years and 10 marks for experience of work completed during the last 03 financial years provided their average annual turnover/experience is not as per mandatory requirement.

14.3 To avail these exemptions, MSEs shall declare in the bid document the UDYAM registration number under MSMED Act, 2006.

15. Evaluation of Technical Bid

15.1 The technical bids will be opened online by a tender evaluation at the time and date specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the www.gem.gov.in which can be seen by all bidders who participated in the tender.

15.2 In the event of the date being declared as a closed holiday by the Institute, the opening of online bids will be on the following working day at the appointed times.

15.3 Prior to the detailed technical evaluation, the Tender Evaluation Committee will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations and meets all the eligibility criteria. If any bidder does not meet the eligibility criteria as laid down in this bid document, then that bid will be rejected. No document will be accepted in support of eligibility criteria after the last date of submission of bids.

15.4 The bidders short-listed by the Institute based on fulfilling the eligibility criteria, and detailed evaluation regarding satisfying the technical criteria laid down in this tender document maybe called for detailed discussions with the Tender Evaluation Committee constituted for the purpose, at a specified date, time and venue, if needed. The invited bidders will have to meet their travel and other expenses themselves required to attend the discussion.

16. Opening of Financial Bids (Price Bids)

The Financial bid (price bid) of only technically qualified bidders will be opened online by the Tender Evaluation Committee and the result will be displayed on the www.gem.gov.in which can be seen by all bidders who have participated in the tender.

17. Right to accept any bid and to reject any bid or all bids

The Institute reserves all the right to accept or reject any bid as per extant GoI/ GeM guidelines.

18. Award of contract:

18.1 Selected bidder will be issued a contract as per GeM guidelines. Performance Guarantee as stipulated above, should be submitted within **ten days** from the date of issue of contract. In case the selected bidder does not respond or is unable to complete formalities, the EMD will be forfeited and bidder shall be blacklisted from participating in future tenders issued by the Institute for a period of Two years.

18.2 EMD of the successful bidder will be released after receipt of Performance Guarantee as per timeline stipulated by GeM.

SECTION- IV

Details of Security Personnel Requirement

- 1.** Supply of security manpower will take place for Hostels, Administrative Block, Library, Staff Quarter, and other Departments/Centers/Units on the campus of CIHTS, Sarnath, Varanasi.
- 2.** The Agency should provide 16 Nos. of Security guards including 01 Supervisor, 12 Male semi-skilled security guards and 03 female semi-skilled security guards for the campus.
- 3.** The required security personnel should be ex-serviceman (meaning of ex-serviceman is as per DGR rule and the agency may also provide trained female guards as per the requirement of the Institute.
- 4.** The trained civilian guards (female guards) should be trained under the norms as provided in the Private Security Agencies/Regulation Act, 2005 or ex-paramilitary forces or state police.
- 5.** The tentative required security manpower will be categorized into the following categories. All services shall be performed by persons qualified and skilled in performing such services and their age, minimum qualification, physical standard and experience should be as per details-

| S. No. | Description | Age* | Qualification | Requirement |
|--------------|---|----------------------|--|-------------|
| 1 | Supervisor (Highly Skilled) | Maximum 55 years* | Ex. serviceman, Minimum Graduate or equivalent. | 01 |
| 2 | Security guards -Male (skilled) | Maximum 55 years* | Ex-serviceman Minimum 12 th or equivalent. | 12 |
| 3 | Security guards Female (skilled) | Maximum 55 years* | Minimum 10 th or equivalent, preferably Ex. Servicemen. | 03 |
| Total | | | | 16 |

* In case the existing Security Personnel working with the Institute are engaged by the Service Provider, the maximum age limit and experience for such Security Personnel can be relaxed up to the extent approved by a **committee constituted by the Vice-Chancellor**.

Note: It shall be the sole responsibility of the Service Provider to ensure that employees/workmen, deployed by him/her to fulfil the obligations undertaken by the Service Provider under this agreement. The Service Provider should ensure to maintain the adequate number of manpower to meet the contractual obligation. The quality of manpower shall be up to the satisfaction of the Chief Proctor.

If at any stage during the contract, it comes to the knowledge of the Institute that security personnel have been engaged on forged documents, **a penalty of Rupees One Lakh per such imposter** will be imposed on the Outsourcing Agency.

SECTION- V
Scope of Work for Service Provider

1. **Confidentiality:** The Service Provider must not disclose any details of the contract or related information without prior written consent from the Institute. Data shared with employees must be confidential and used only for contract-related purposes.
2. As the University is covered under the scope of the RTI Act, it is expected that the Service Provider shall keep all the records properly indexed and maintained in a specific manner so that copies can be extracted as and when required.
3. **Contract Duration:** The initial contract is for **one year**, extendable based on performance.
4. **Termination for Violation:** Violation of any contract terms will lead to **termination, forfeiture of Performance Guarantee, and potential blacklisting.**
5. **Sexual Harassment Compliance:** The Service Provider must ensure the sensitisation and compliance of the **Sexual Harassment of Women at Workplace Act.**
6. **Employee Information:** Submit an updated monthly list of employees with details like **Aadhaar, designation, salary, EPF, and ESIC.**

| S.N. | Name of the person | Aadhaar no. (if any) | Designation (skilled, Unskilled, highly skilled, Semi-skilled) | Mob. No. | Department | Cat. (UR, OBC, SC or ST) | Salary | EPF | ESIC |
|------|--------------------|----------------------|--|----------|------------|--------------------------|--------|-----|------|
| | | | | | | | | | |

7. **Confidential Data:** The Service Provider must keep all data collected from the Institute confidential and cannot share it without permission.
8. **Selection of Personnel:** The Institute will select personnel from a pool of candidates provided by the Service Provider. The Service Provider must present at least **50% more candidates** than the required number.
9. **Employee Screening:** All personnel must have verified **police records**, be medically fit, and provide relevant certificates.
10. **Replacement of Personnel:** If an employee is found unsuitable, the Service Provider must replace them within **24 hours**, or face a **penalty of Rs. 1,000** per case.
11. **Ethical Practices:** No unethical practices or bribery will be tolerated. Violations will result in a **penalty of Rs. 50,000** and legal action.

12. **Leave Policy:** No more than **10%** of staff can be on leave on any given day.
13. **Compliance with Laws:** The Service Provider must comply with **EPF, ESIC, Gratuity**, and other relevant labour laws.
14. **Security Staff Uniforms:** The Service Provider must provide **uniforms** and ensure all staff wear them during working hours. Non-compliance will be treated as absence.
15. **Attendance Monitoring:** The Service Provider must ensure that **attendance** register is maintained for all employees. **Physical inspections** must be conducted twice a month.
16. **Insurance and Health Coverage:** All personnel must be covered by insurance schemes, and the Service Provider must ensure **PMJAY registration** for all employees.
17. **Disciplinary Standards:** All personnel must adhere to **disciplinary standards**, including prohibitions on alcohol, smoking, and loitering. Indiscipline will result in immediate action.
18. **No Strikes or Union Activities:** Employees are prohibited from joining strikes, unions, or demonstrations. Violations will result in removal and replacement.
19. **Age Requirement:** The Service Provider must ensure that **employees are above 25 years old**, unless otherwise approved by the Institute.
20. **Performance Monitoring:** The Institute reserves the right to terminate the contract for **unsatisfactory service**, with the **forfeiture of the Performance Guarantee**.
21. **No Transfer or Subletting:** The contract or any part of it cannot be transferred or sublet to any third party without prior approval.
22. **Indemnity:** The Service Provider must indemnify the Institute against any claims related to personnel deployed by them.
23. **Point of Contact:** The Service Provider must provide a **single point of contact** for communication and issue resolution, preferably within **Varanasi**.
24. **Contract Termination:** The Institute can terminate the contract with **90 days' notice** without compensation.
25. The Agency besides providing security services should be capable of monitoring the following services:
 - a. Complete security for the life and property of the residents and assets of the Institute
 - b. To safeguard against trespass.
 - c. Security covers for the various official functions organized by the campus community.
 - d. To Maintain vigil and undertake surveillance for control of untoward incidents, especially involving the outside elements.

- e. To provide security from stray cattle and canines, other animals and Reptiles.
- f. To provide security in the Institute campus all-time on all days, also to protect land, natural resources, construction site, buildings, fitting and fixtures, equipment, office records, movable and immovable items of the Institute.
- g. Any other work related to the safety and security of premises, belongings, and community, etc. of the Institute, as assigned from time to time.
- h. To manage and regulate traffic, both vehicular and pedestrian, at the Institute and to restrain trespassers/intruders and take necessary action in consultation with authorities/Security Officer.
- i. To manage and monitor all entry and exit points and to deal with defaulters ensuring that the persons of doubtful antecedents are not permitted inside the campus and that the Institute is free from trespassers, squatters and stray animals.
- j. To secure and man the entry and exit points of various facilities/departments / Sections /Offices of Institute Checking, verifying, controlling and managing entry and exit of personnel, material and resources.
- k. To check material/property, going out of the building/campus through proper management of Gate Pass
- l. Carrying out prompt and necessary action in case of Fire, Accident, Theft, Trespassing, Suicide and Physical fight etc. or any other exigency.
- m. The security personnel provided by the agency should have the adequate number of trained security personnel to monitor CCTV footage.
- n. In the event of death, fire, accident, suicide, natural calamity, rape, molestation, theft, pilferage, sabotage, intrusion, trespassing or any other incident, the Security personnel will deal with the incident professionally and immediately inform the Security Officer, of Institute and other concerned authorities on first instance through the fastest means. In order to tackle eventuality, the Security personnel will act as per the Standard Operating Procedures approved by the office of the chief proctor or any competent authorities.
- o. The security personnel will bear overall responsibility for maintaining peace and tranquility on the campus. It has to ensure a theft and incident-free campus from law and order point of view.

SECTION VI

OTHER TERMS AND CONDITIONS

1. RUNNING ACCOUNT PAYMENTS TO BE REGARDED AS ADVANCES:

All Running Account Payments shall be regarded as payments by way of advances against the final payment only and not as payments for work actually done and completed, and shall not be considered as an admission of the due performance of the contract, or any part thereof, in this respect, or should affect in any way the powers of the Institute under these conditions as to the final settlement and adjustments of the accounts or otherwise or, in any other way vary or affect the contract.

The Institute shall make payment within 30 days after receiving of the bills and other related documents. For this purpose the service provider after making payment to the engaged manpower, shall raise bill/s of each month during the contract period and submit the same along with evidence of payment, EPF, ESIC Challans etc.

2. PAYMENT OF SERVICE PROVIDER'S FINAL INVOICE:

Payment due to the Service Provider shall be made by the Institute by RTGS/NEFT. In all cases, the Service Provider shall present its bill duly indicating the account details to enable online payment.

In general, payment of the final bill shall be made to the Service Provider within 90 (Ninety) days of the submission of the bill after completion of all the obligations under the contract. Payments of the final bill and Performance Guarantee shall be released only if it is accompanied by the proof of the following:

- a) All due wages paid to all his workmen engaged on the job for the period of contract on monthly basis by way of Bank transfer only.
- b) Having deposited the contributions of EPF and ESI with the concerned authorities for the whole period of contract.
- c) Having handed over all materials and equipment of the Institute to the Authorized Officer or his authorized representative, in good condition.
- d) Completion Certificate.

3. RECEIPTS FOR PAYMENT:

Receipt for payment made on account of work when executed by a firm must be signed by a person holding due power of attorney in this respect on behalf of the

Service Provider, except when the Service Provider is described in their tenders as a limited company in which case the receipts must be signed in the name of the company by one of its principal officers/authorized lead manager or by some other person having authority to give effectual receipt for the company.

4. COMPLETION CERTIFICATE:

When the Service Provider fulfills its obligation under the contract, it shall be eligible to apply for a completion certificate in respect of the work.

The Authorized Officer shall normally issue to the Service Provider the completion certificate within 1 (one) month of receiving an application from the Service Provider to the effect that the work has been completed in accordance with and as set out in the contract.

The Service Provider, after obtaining the completion certificate, is eligible to present the final bill under the terms of the contract.

5. INSURANCE:

The contractor shall at its own expense carry and maintain insurance with insurance companies to the satisfaction of the Institute as follows:

6. EMPLOYEE STATE INSURANCE ACT:

The Service Provider agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employees State Insurance Act, and the Service Provider further agrees to defend, indemnify and hold the Institute harmless from any liability or penalty which may be imposed by the Central, State or Local authority by the reason of any violation by Service Provider of the employee's state insurance act, and also from all claims, suits or proceedings that may be brought against the Institute arising under, growing out or by reasons of the work provided for by the Service Provider whether brought by employees of the Service Provider, by third parties or by central or state government authority.

7. ANY OTHER INSURANCE REQUIRED BY LAW:

The service provider will compulsorily get the employees insured under Pradhan Mantri Suraksha Bima Yojana. Service Provider shall also carry and maintain all other insurance which he may be required under any law or regulation from time to time.

8. ACCIDENT OR INJURY TO WORKMAN:

The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the Service Provider. The Service Provider shall

indemnify and keep indemnified the Institute against all such damage and compensation whatsoever in respect of or in relation thereto.

9. SAFETY REGULATIONS:

In respect of all labour, directly or indirectly employed in the works for the performance of the Service Provider's part of this agreement, the Service Provider shall at his own expense arrange for all the safety provisions as per safety codes, regulations, rules and orders made

thereunder and such other acts as applicable.

10. EMPLOYEES PROVIDENT FUND (EPF):

The Service Provider shall be liable for the payment by 30th of every next month of the Employees Provident Fund on a contributory basis under P.F. Act as per prevailing rates or as per rates, if revised during the period of contract. Any non-adherence to timelines will entail penalty up to Rs 500(Five Hundred) per affected employee per month.

11. Rights of the Central Institute of Higher Tibetan Studies:

a. Decision of the Institute with regards to interpretation of the terms and conditions of the Agreement shall be final and binding on the Service Provider.

b. In case of any dispute between the Service Provider and the Institute, the Institute shall have the right to decide and the same shall be referred to the Vice- Chancellor of the Institute whose decision shall be final and binding upon both the parties.

c. Estimated number of Personnel are subject to reasonable change as per requirement of the Institute and extant guidelines of GoI/ GeM..

d. The Institute shall check and ensure that the personnel engaged by the Service Provider are actually being paid the salary, EPF and ESIC every month in their respective bank/EPF/ESIC Account by the Service Provider. The Service Provider shall be liable to be penalized for any default thereof under laws.

e. In the eventuality of the death/accident of personnel engaged by the Service Provider during the currency of the contract, it will be ensured by the Service Provider to get the individual/family the insurance entitlement due to him remitted in a reasonable time. In case of failure to ensure the same on the part of the Service Provider, the Institute reserves the right to deduct the entitled insurance amount due, from the Performance Guarantee of the Service Provider.

f. In case of breach of any of the terms of the agreement, the Performance Guarantee of the Service Provider shall be liable to be forfeited by the Institute. In addition, the contract/agreement will also be liable to be terminated.

g. Any sum of money due or payable to the Institute including the Performance Guarantee refundable to them under the contract can be forfeited/appropriated by the Institute against any amount which the Service Provider may owe to the Institute.

12. Terms of Payment:

- The rates (monthly wages) for each category will be strictly according to the rates as notified by the Institute administration, to be paid by the service provider to the workers by the 07th of every month. Thereafter Employer's contribution of EPF and ESIC as per rules will be reimbursed.

- The Service Provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of the statutory obligation under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, GST etc.
- The Service Provider shall disburse the wages to its workers deployed in the Institute at the start of the following month but **not later than 10th of each month** through their bank accounts only (e-transfer mode) and **thereafter submit the monthly bill to the Institute, in duplicate, along with necessary verifications/documents in support of attendance duly verified by the concerned officials, payments made including EPF and ESIC contribution, statutory deductions as per Govt. of India rules and service charges, for reimbursement of the same after deduction of applicable taxes. The Service Provider shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the security manpower personnel. A detailed pay statement has to be submitted to the office of the nominated officer showing monthly payments along with valid proof of Bank transfer.** A certificate that the previous month payments of the personnel under the contract and payment to the Service Provider, if any, has been made and cleared in all respect shall be enclosed, along with the list/details of such disbursement.
- EPF has two portions viz Employee portion and Service Provider Portion. Out of the monthly salary/ wages of the employee, the Service Provider will deduct the employee portion and then shall add the service provider (Employer share) of EPF; it will be the responsibility of Service Provider to deposit both the components of EPF together to the PF account of the wagger **by 25th of each next month**. Any non- adherence to timelines will entail penalty upto Rs 500/- (Rupees Five Hundred) per affected employee per month.
- **ESIC and EPF returns along with challans must also be submitted to the nominated officer/committee of the Institute on a monthly basis.**
- The Institute will make monthly payment to the Service Provider preferably within 30 days of submission of bills after making necessary deductions (Income Tax/TDS, surcharge, other statutory taxes, losses, penalty etc.); after invoice entry and certification from DDO that satisfactory services have been rendered during the month. Taxes (if applicable, as per rules) shall be paid on submission of documentary proof.

- The Service Provider shall ensure to pay the wages in time irrespective of delay in payment of Bill by the Institute for whatever reason. In other words, the Service Provider will not link the payment of wages to the payments due from Institute.
- The Service Provider will also issue wage slips for every month to its workers showing ESI and PF number and gross wages, details of deductions made and net payment.
- The Service Provider must be financially capable to pay the gross wages in time to the personnel employed by him in the Institute up to a period of minimum 3 (Three) months in case the Institute is not in a position to clear their bills because of pending payment of Salary & other statutory liabilities by the Service Provider to the personnel engaged by them or any unforeseen circumstances arising out of Govt. policies.
- The Institute reserves the rights to withhold bills, if the Service Provider fails to produce proof for having remitted the Salary, ESI and PF dues of engaged personnel.
- **The Institute also reserves the right to inspect any or all the payment-related documents including statutory payments made by the Service Provider in this regard at any point of time during the contract and the Service Provider shall assist whenever inspection of records is done by the Institute.** Any non-cooperation by the officials of the Service Provider in this regard shall attract appropriate action including imposition of financial penalty by the Institute on the Service Provider.

13. Option Clause:

The buyer can increase or decrease the contract quantity or contract duration up to fifty percent. Bidders are bound to accept the revised quantity or duration.

14. Jurisdiction:

Jurisdiction in all dispute suits will be in the court of Varanasi.

15. Arbitration:

The Institute and the Service Provider shall make every effort to resolve any dispute amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute shall arise between parties on aspects not covered by this document/agreement or the construction or operation thereof or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute shall be referred to the arbitration. The Vice Chancellor or a person nominated by him/her will be the sole arbitrator and his/her decision will be final and binding on both the parties.

16. Force Majeure

16.1.Force majeure clause shall mean and be limited to the following in the execution of the contract placed by the Institute:

- War/Hostilities
- Riot or Civil commotion
- Earthquake, flood, tempest, lightning, or other natural physical disaster
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the Service Provider, which prevent or delay the execution of the order by the Service Provider.

16.2. The Service Provider shall advise the Institute in writing, at the beginning and at the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, Institute reserves the right to cancel the order without any obligation to compensate the Service Provider in any manner for any reason.

SECTION VII

MINIMUM ELIGIBILITY CRITERIA REQUIRED FOR BIDDING

1. The bidders having the following minimum qualifications are eligible for bidding:

- a) Legal Valid Entity:** The Bidder should necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 2013 or a Partnership firm or Proprietorship firm or Corporation and registered as per GDR regulation/private security Act 2005. Bidder in the form of Joint Venture/Consortium is not permitted (Enclose a self – attested copy of the registration certificate/ relevant document).

Must have a valid license for the supply of manpower to the organizations/institutions under Contract Labour (Regulation & Abolition) Act – 1970. The license must be valid as on the date of submission of their bids and should remain valid for the entire contract period. (Enclose self-attested copy of the document).

- a) Registration:** The Bidder should also be registered for discharging various statutory obligations such as Employees’ Provident Fund Organisation (EPFO), Employees’ State Insurance Corporation, ISO and such other Tax Authorities as Income Tax, Goods & Services Tax (GST) [Enclose copies of registrations such as EPFO, ESIC, GST, PAN etc.]. The firm/Company should have minimum three years old registration with the concerned government department.

- b) Clearance:** The Bidder should also have certificate/ registration from Sales/Goods and Service Tax Department and Income Tax Department. Relevant proof in support shall be submitted. Copy of organization / company audited balance sheet for past 03 financial years to be enclosed.

2. The average annual turnover of services provided by the bidder should not be less than **Rs. 1,00,00,000/-** (Rupees One Crore only) within last three financial years up to 31st March 2024 as per their audited books of accounts/Tax Returns with clear evidence that the turnover is derived from provision of outsourcing security manpower which form the subject matter of the present notice. Moreover, the Service Provider should not be a loss-making company in last two Financial Years. **For this purpose, a certificate from the Chartered Accountant must be up-loaded.** In addition to this, Income Tax Return of the firm for the last three financial years i.e. up to 31 March 2024 should also be up-loaded with the tender.
3. Certificates of performance with grading of Good, Very Good, and excellent only from Government (Central/State) Departments/PSUs/Autonomous bodies of Central or State Government including Higher Educational Institutions/Central Research Organisation/Govt. of India undertaking for all completed works of provision of outsourcing manpower for the minimum value of Rupees One Crore only and above during last three financial years (2021-22, 2022-23 and 2023-24). The performance related certificates must have been issued on the letter head of the **organization clearly indicating the duration of contract, details of manpower provided. Please note that copies of work-orders and agreements shall not be considered for this purpose.** The Institute reserves the right to physically inspect the performance of the bidders who qualify the technical bid to verify their claims of providing satisfactory manpower at the two organisations.
4. **Experience:** The Bidder should have at-least **5 years' experience ending on 31st March 2024** of providing Security Manpower Services (Other than Security Services) to Central Government departments/ Central Autonomous Institutions/ Central Universities/ Central Public Sector undertakings/State Government Organisation/Institutions/Govt. of India undertakings and should have successfully completed similar work of magnitude during last 03 (three) financial years as per below mentioned criteria:
- i) One work for Supply of Security Manpower of value not less than **Rs. 1,00,00,000/-** (Rupees One Crore only)
- Or**
- ii) Two works for Supply of Security Manpower each of value not less than **Rs. 50,00,000/-** (Rupees Fifty Lakhs only)
- Or**
- iii) Three works for Supply of Security Manpower each of value not less than **Rs. 40,00,000/-** (Rupees Forty Lakh only)

Note:

- I. Similar work shall mean supply of Security Manpower.** Work referred above should be in the name of a firm / company/ corporation as a single entity and not aggregates of joint venture firms/associates or cartels.
- II.** In case of a running contract, the value of payment received till the date of issue of the certificate shall be the qualifying amount.
- III. Certificate of Experience:** The Bidder must produce certificate of experience from the clients. The certificate should clearly mention the following details:

| <i>Sl. No.</i> | <i>Description</i> |
|----------------|--------------------|
|----------------|--------------------|

| | |
|---|---|
| 1 | Name of the client and full address, mobile number |
| 2 | Nature of Organization |
| 3 | Telephone and email address of the client |
| 4 | Details of work performed |
| 5 | Number and type of security manpower provided |
| 6 | Period of work (starting and ending) |
| 7 | Value of work completed in Contract for supply of security manpower |

- a. The certificate of experience should be **exclusively for *Supply of Security Manpower***.
- b. Copy of work order/agreement and/or self-certified certificates will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Bids not accompanied by certificate of experience issued by the client will automatically stand disqualified.

5. Financial Solvency Certificate of Minimum INR 20 lakh from Scheduled Commercial Banks.

6. Should have valid DGR empanelment and/or Registration under Uttar Pradesh Pvt. Security Agency Rules, PAN Card, Labour license, GST Registration number, Employee Provident Fund Registration number, ESI registration number, Professional tax registration number, Certificate of Registration of firm, Proof of office address. All these documents and an undertaking by the Agency for Acceptance & Compliance of

7. all terms & conditions mentioned in this tender, details of Bank Account of the firm, a cancelled cheque of the account of the firm need to be enclosed.

8. Should have an Organized training Centre or a MoU with PSARA approved Training Centre for security personnel with clear recruitment policies as per GDR rule and UP Private security agency Act.

9. An affidavit, in original: Duly certified by a Notary as per Annexure-II that :

- a. The Partners of the firm or the firm or Company or corporation as the case may be, have never been blacklisted by any organization and the name of the firm or company has not been changed during last three years.
- b. That there is no police case/vigilance/CBI/ED/NIA/FEMA case pending against the Partners of the firm or the firm or Company as the case may be and that they/he/she have never been punished by any Court of law during last three years.
- c. That there are no dues towards income tax as of the date of the affidavit.

10. Relationship of key managerial positions (owner/promoter/directors) of the Service Provider with key managerial positions of the Institute will debar the Service Provider

from tendering. A non-relationship certificate must be submitted along with the bid (Annexure VIII).

- 11.** The Service Provider should submit the details if they were ever required to suspend their function of providing security manpower for a period of more than 3 (three) months continuously after having commenced the security manpower contract OR they ever left the contract awarded incomplete. List of present clients" along with the contract value & commencement date.
- 12.** The Service Provider should submit EMD/Performance Guarantee / Bank Guarantee not forfeited certificate as per Annexure-III.
- 13.** The Service Provider should submit an Undertaking for Payment of Wages on time as per Annexure-IV.
- 14.** Exemption to comply with any of the above criteria should be duly supported by the Government orders/ other Government documents.
- 15.** Non compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.
- 16.** The Service Provider should upload PAN Card/GST registration/TIN/Registration of firm/EPF/ESIC registration number.
- 17. Those who meet basic eligibility criteria for bidding will only be considered for Technical Evaluation.**

Section - VIII Evaluation Criteria and Selection Procedure:

A. Evaluation of Technical Bids: Technical bids will be evaluated on the basis of parameters given in the Eligibility criteria on the following marks-based system. If a bidder does not fulfil any of the Mandatory Criteria, It stands disqualified.

| S. No | Particular | Maximum Marks (100) | Supporting Documents Submitted(Yes/No) |
|--------------|--|---------------------|--|
| 1 | Average Annual Turnover in similar category during last 03 (three) financial years i.e. upto 31 March 2024. | 16 | |
| 2 | Experience of similar Work completed during the last 3 financial years in Government (Central/State) Departments/PSUs/ABs of Central/State Govt. including HEIs/Gol undertakings/CRO for providing security manpower. | 16 | |
| 3 | No. of running contracts of Security Manpower service in hand during F.Y. 2024-25 of value not less than Rs. ₹50,00,000/- (Rupees Fifty Lakh only) | 8 | |
| 4 | Certificate of similar performance with grading of Good, Very Good and excellent only from previous Employers of F.Y. 2023- 2024 from Government (Central/State) Departments/PSUs/Autonomous bodies of Central or State Government including Higher Educational Institution/Central Research | 10 | |
| 5 | Presentation by the Service Provider including Training Facilities of 20 minutes (to be independently judged by the Technical Committee) | 30 | |
| 6 | Registration of Firm/company (Government issued proof) | 8 | |
| 7 | Financial Solvency Certificate- (The bidder should have a solvency of Rs.20,00,000/-) | 2 | |
| 8 | The Contractor/bidder having own valid operating license issued by the Department of Telecommunications, Govt. of India for Ultra High Frequency Walkie-talkies | 4 | |
| 9 | Total security workers continuously on their payrolls during last three financial years. | 6 | |
| TOTAL | | 100 | |

Note (For Item No. 2 above):

- 1.** An order must cover at least six calendar months or more of service in a financial year in order to qualify for consideration for evaluation for that particular financial year. If the work has got completed in next F.Y. and spilled over by less than six months, the same shall be counted in previous F.Y.

Note (For Item No. 3 above):

- 2.** Double weightage will not be awarded for works covered Para A serial 2 and 3 of the section above.

Note (For Presentation at Item No. 5 above):

- 3.** An authorized representative of each bidder before the Technical Committee shall make the presentation. The representative should be in a position / Empowered of answering all the queries related to the manpower. Each company / firm will be given 20 minutes for their presentation and 10 minutes for question-and-answer session. A soft and hard copy of the presentation should be provided by the bidder minimum 48 hours before the time of presentation. Further, the presentation is to cover the following aspects of the manpower outsourcing; -
 - a. Brief introduction of the bidder.
 - b. Details of Clients served/being served by the bidder and number of security personnel provided with each client.
 - c. Recruitment policy of the bidder and current manpower strength.
 - d. Infrastructures of the bidder.
 - e. Capability to deal with critical situations.
 - f. Risk Mitigation plan with available resources.
 - g. Labour welfare practices including payment practices to workers.
 - h. Web based payroll system, Client access system, Mobile App.
 - i. Method and manner of calculation with minimum approx cost of services and material that need to be provided by the bidder.
 - j. Any other aspects of significance.

Note:

- 4.** If the Confidential inquiry reveals facts contrary to the information provided by the applicant, his technical bid evaluation will not be done.
- 5.** Only those bidders will be considered as technically qualified bidder/contractor(s) whose aggregate scores **equal or more than 60 marks**.
- 6.** The financial bids of only such bidders shall be opened and considered who declared qualified in the technical evaluation as described in Note 4 and 5 above.
- 7.** Even though the bidders may satisfy the above requirements, they may be disqualified, if they have:

- a. Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- b. Record of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
- c. Poor feedback from other organizations wherein the subject bidder is providing services.

B. Evaluation of Price Bids (Calculation of Financial Bid Score):

The price bid of only those service provider who qualify technically will be opened. The proposal with the lowest service charge bid (L1 bid) will be given a financial bid score (FBS) of 100 and the other proposals will be given financial score that are inversely proportionate to their bids as under:

$$\text{FBS (Financial Bid Score of a bidder)} = 100 \times \text{Fm}/\text{F},$$

(where Fm is the lowest percentage of Admin./Service charge quoted and F is the percentage of Admin./Service charge of bid under consideration). Thus the L1 bid will have greatest FBS and the highest bid will have least FBS.

C. Evaluation of Final Score:

The final Score (T) for the consideration towards the contract shall be calculated as:

$$\text{T} = 0.3 \times \text{TS} + 0.70 \times \text{FBS}$$

Where TS = Technical Score

FBS = Financial Bid Score

The Proposal with the highest score (T / H1) will be considered for award of contract.

D. Tie-Breaking Clause:

In case there is equal final score of two or more bidders, bidder with higher technical score will get the preference.

E. Award of work:

The work will be awarded to the bidder scoring highest Final marks (H1).

TERMINATION

1. The Institute shall at any time be entitled to determine and terminate the contract without compensation thereof. A notice in writing from the Institute to the Service Provider shall be issued giving 90 (ninety) days time for such termination in case of deficiency in service on the part of the Service Provider and on unsatisfactory response from the Service Provider, the Performance Fixed Deposit Receipt will be forfeited.
2. Termination of the contract shall not relieve the Service Provider from any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.
3. In case of termination of the contract, Institute reserves the right to get the work done by deploying another Service Provider. The cost incurred for the above will be recovered from the Service Provider's bill and performance Fixed Deposit Receipt.
4. The Service Provider shall be wholly responsible regarding the minimum wage payment. As and when the minimum wages rate is changed by the Institute Administration, the Service Provider shall pay the revised rate to his security manpower personnel as on the date and shall apply for reimbursement of the expenditure by raising a bill. In addition to the monthly salary, the Service Provider shall also have to extend statutory benefits provided under Employees Provident Fund & Misc. (Prov.) Act, 1952, Employees State Insurance Act, 1948 and other benefits in terms of the applicable Labour Laws. Failure to do so would be liable to termination of the contract immediately.
5. The Institute has the right to terminate this agreement if the Service Provider becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers or enters into an arrangement for the benefit of creditors.
6. The agreement shall be liable for termination in terms of the stipulation provided elsewhere in other clauses of this document.

SECTION IX

Proforma for Technical Bid

(For providing supply of security manpower services in CIHTS, Varanasi) (Upload duly signed scanned copies of all documents in PDF format on online portal of GEM in the sequence mentioned herein as under)

| S.N | Particulars | Page Number |
|-----|---|-------------|
| 1. | Name of Service Provider (Attach Certificate of Registration) | |
| 2. | Name of Director/Proprietor of Service Provider with Aadhaar number (Photocopy to be attached) | |
| 3. | Full Address of Registered Office with (i) Telephone/Mobile No. (ii) Fax (iii) E-mail | |
| 4. | Full Address of operating/ Branch office with (i) Telephone (with STD Code) (ii) Mobile No (iii) E-mail | |
| 5. | Bank details of Service Provider with full Address (Attach certified copy of Bank Statement) | |
| 6. | Labour License (Attach self-attested copy) | |
| 7. | PAN (Attach self-attested copy) | |
| 8. | GST No. (Attach self-attested copy) | |
| 9. | TAN No. (Attach self-attested copy) | |
| 10. | E.P.F. Registration No. (Attach self-attested copy) | |
| 11. | E.S.I. Registration No. (Attach self-attested copy) | |
| 12. | Bank Solvency Certificate | |
| 13. | Income Tax returns for the last 03 (three) financial years | |
| 14. | Audited Balance Sheet for last 03 (three) financial years. | |
| 15. | Total annual turnover for last 03 (three) financial years (Attach separate sheet) | |
| 16. | Number of years of experience along with work order value in last 03 (three) F.Y. in providing Supply of security manpower services in Government (Central/State) Departments/ PSUs/Autonomous bodies of Central or State Government including Higher Educational Institution/Govt. of India undertakings/Central Research Organisation, Reputed Organisations. (Attach a self-attested copy of all relevant documents and work orders) | |
| 17. | Certificate/ Registration from Goods and Service Tax/Income Tax department | |
| 18. | Performance Certificate for last 03 (three) financial years. | |
| 19. | Total contracts of security manpower along with value awarded in current Financial Year i.e. 2024-25 (Attach separate sheet) | |

| | | |
|------------|---|--|
| 20. | Details of Earnest Money Deposit (i) DD/ Bank Guarantee No. (ii) Date (iii) Amount (iv) Drawn Bank | |
| 21. | Total number of current security employees of the Service Provider, affidavit duly notarized be enclosed. | |
| 22. | Affidavit stating that the Service Provider has never been blacklisted and the name of the Service Provider has not been changed in last 03 (three) financial years. | |
| 23. | Affidavit stating that there is no police case/vigilance/CBI/ED/NIA/FEMA case pending against the Partners of the Service Provider or the Service Provider and has never been punished by any Court of law during last three years. | |
| 24. | Affidavit stating that there are no dues towards income tax as on date of the affidavit. | |
| 25. | Declaration about non-involvement in fraud and corrupt practices (Duly signed and attested on the letterhead) | |
| 26. | Non-relationship certificate with key managerial positions | |
| 27. | Undertaking for payment of wages on time (Duly signed and attested on the letterhead) | |
| 28. | EMD/Performance Fixed Deposit Receipt not forfeited for last 03 (three) financial years. certificate | |
| 29. | Bid security declaration in respect of MSEs | |
| 30. | DGR Certificate | |
| 31. | PSARA Certificate | |
| 32. | Any other details | |

Note: Bidders may annex separate sheets wherever required for furnishing above details. However, such sheets must be duly signed with seal and uploaded in .pdf format. Unsigned documents may lead to rejection of bids.

Annexure-I

(Company Letter head of Bidder/Bidder) Declaration

I, Son/Daughter/Wife of
Shri.....
Director/Partner/Proprietor/Authorized signatory of the Service Provider
viz.....

is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/ documents furnished for this tender are true and authentic and are to the best of my knowledge and belief. I/ We, am/are aware of the fact that furnishing of any false information/ fabricated documents would lead to rejection of my/our tender at any stage besides any liabilities towards prosecution under the appropriate law.

Date: Signature of the authorized person

Place: Full Name

Aadhaar number of signatory

Seal

Annexure II

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM
TAKING PART IN GOVT./PSU TENDER**

(To be executed on Rs.100/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
hereby declare that the Service Provider namely M/S.-----
----- has not been blacklisted or debarred/ no Police Case or
Vigilance inquiry pending or ever been punished by any Hon“ble Court/ no due towards income
tax as on the date of the affidavit in the past three F.Y. by CIHTS, Varanasi or any other
Government organization/PSU/Central Autonomous Body from taking part in
Government/PSU/Central Autonomous Body tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
hereby declare that the Service Provider namely M/S.-----
-----was blacklisted or debarred/ no Police Case or Vigilance enquiry
pending or ever been punished by any Hon“ble Court/ no due towards income tax as on the
date of the affidavit by CIHTS, Varanasi, or any other Government Department/PSU/Central
Autonomous Body from taking part in Government tenders for a period of ----- years w.e.f.
-----.

The period is over on----- and now the Service Provider is entitled to take part in
Government tenders. In case the above information found false, I/We are fully aware that the
tender/ contract will be rejected/cancelled by CIHTS, Varanasi, and EMD/PBG shall be
forfeited. In addition to the above CIHTS, Varanasi will not be responsible to pay the bills for
any completed/ partially completed work.

Signature
Name.....
Capacity in which assigned: **Name**
& address of the firm:

Date:

Signature of bidder with Seal

Aadhaar number of signatory

ANNEXURE – III

(To be given on official Letter Head of the Bidder)

NOT FORFEITED CERTIFICATE

I hereby declare that M/s. _____
is not Black Listed in any Government Tenders in Uttar Pradesh or any other state and
my EMD / Performance Security Deposit is not forfeited in Central Institute of Higher
Tibetan Studies, Sarnath, Varanasi or any Government organization/PSU/Central Autonomous
Body

Place: _____

(Signature & Seal of the Bidder)

Aadhaar number of signatory

ANNEXURE –IV

(To be given on official Letter Head of the Bidder)

PAYMENT OF WAGES

UNDERTAKING

I, the undersigned hereby declare on behalf of M/s.

_____ ,
that as per the Payment of Wages ACT 1936. I shall pay the wages to our employees deployed at CIHTS by 10th of every month. Salary will not be stopped or kept on hold on account of delays from CIHTS due to Administrative reasons or non clearance of Bills upto a maximum period of 3 months.

Penalty as stated in the clauses mentioned in Terms of Payment will be deducted from the monthly Bills till release of Salary.

Place : _____

(Signature & Seal of the Bidder)

Aadhaar number of signatory

Annexure – V

DECLARATION REGARDING CLEAN TRACK BY BIDDER

(On Service Provider's letterhead)

Date:

The Registrar
Central Institute of Higher
Tibetan Studies, Sarnath,
Varanasi **Varanasi – 221**

005 Sir,

Re.: Tender Enquiry No.:Dated _____ for „providing security manpower service on outsourcing basis for a period of _____ w. e. f. _____ to _____.”.

I/we carefully gone through the Terms & Conditions contained in the above referred Tender Document. I/we hereby declare that Service Provider

Company / Firm is not currently debarred / blacklisted or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. In addition to this there is no vigilance/CBI /ED/NIA/FEMA case pending against the firm/company. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

| No. | Country in which the company is debarred/blacklisted/ case is pending | Black listed/debarred by Government/Semi Government Organizations/Institutions | Vigilance/CBI/ED/NIA/FEMA case pending | Reason | Since when and for how long |
|-----|---|--|--|--------|-----------------------------|
| | | | | | |

(NOTE : In case the service provider was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name Designation

Seal

Annexure VI

Bid Securing Declaration

(On Company Letter-head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date _____

To

The Registrar,

Central Institute of Higher Tibetan Studies, Sarnath, Varanasi

Ref: Tender Document No. _____

Sir/Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this tender document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security for MSEs.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Central Institute of Higher Tibetan Studies, Sarnath, Varanasi for 02 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

1. Withdraw/amend/derogate, in any respect, from our bid, within the bid validity; or
2. Being notified within the bid validity of the acceptance of our bid by the Central Institute of Higher Tibetan Studies, Sarnath, Varanasi refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
3. Fail or refuse to sign the contract.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____

[Name & address of Bidder and seal of company]

Dated on _____ day of _____ [insert date of signing]

Place _____ [insert place of signing]

DA: _____

Annexure – VII

**AFFIDAVIT OF NO RELATION
(Rs 10 Notorised stamp paper)**

I, [FULL NAME], of legal age, single/married, and a resident of _____, after having been duly sworn to an oath depose and say;

1. That I am the duly appointed/elected Chairman/President/Director of _____.
2. That I am representing as in the tender no.
3. That in view of the said application, I am manifesting that I am not related to the any of the office bearer/Employee of the Central Institute of Higher Tibetan Studies, Sarnath, Varanasi _____ by consanguinity or affinity up to the second degree.
4. That I execute this affidavit in accordance to existing laws of India in its support of such application.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20____ in _____.

(Signature over printed name)
Affiant

SUBSCRIBED AND SWORN TO before me in _____ on _____ by affiant who personally appeared before me and exhibited to me his/her competent evidence of identity consisting of _____ issued at _____ on _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

CRITICAL DATE SHEET

| | |
|---|-----------------------|
| Published Date | 12-04-2025 |
| Bid Document Download Start Date | 14-04-2025 |
| Pre bid meeting | 16-04-2025 (11:00 AM) |
| Bid End Date | 25-04-2025 (12.00 PM) |
| Bid Opening Date | 25-04-2025 (12.30 PM) |