



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

CLARIFICATION ON TENDER FOR SECURITY MANPOWER SERVICES
[Advt. No. IISER/S&P/07/21-22 dated 30.7.2021]

Refer detailed tender published on Institute website www.iiserpune.ac.in and on CPP Portal on July 30th , 2021. Press tender notice dated 30/07/2021 was published on July 31st , 2021 in Indian Express, Pune and Mumbai editions.

Pre-Bid meeting was held on August 09, 2021 at 03.00 PM through video conferencing and minutes of meeting is as under:

At the outset, the Chairman welcomed all the Members and the representative of the Prospective Bidders and briefed in general the scope of the tender. Later on Assistant Registrar (S&P) read out the clarification sought by the Prospective Bidders and replied thereto as detailed in Annexure -II

The representatives present were satisfied with the replies given and it was informed that the corrections / additions / clarifications given, as discussed during the Pre-Bid Conference would be hosted on the CPP portal and website of IISER Pune and all the Prospective Bidders are required to take cognizance of the proceedings of the Pre-Bid Conference before submitting their bids as stipulated in the Bidding Documents.

Accordingly, terms and conditions and contents of the tender as published on the Institute website www.iiserpune.ac.in and CPP Portal remains unchanged.

No further correspondence in this regard will be entertained

The meeting ended with vote of thanks to the Chair

09.08.2021

S/d
Assistant Registrar (S&P)

**TENDER FOR SECURITY MANPOWER SERVICES
[Advt. No. IISER/S&P/07/21-22 dated 30.7.2021]**

TECHNICAL, COMMERCIAL QUERIES AND CLARIFICATION ISSUED

Sr.	Query / Clarification Sought	Clarification / Amendment
1	<p>Tender Fee & EMD exemption</p> <p>Please clarify whether Tender Fee & EMD is exempted for bidders registered under UDYAM/ MSME registered company</p>	<p>Tender Fee & EMD exemption</p> <p>Bidders registered under UDYAM/ MSME are exempted from Payment of Tender Fee & EMD.</p>
2	<p>Eligibility Criteria Pg No.7 Sr No 1 and Sr No 4.</p> <p>Sl No 1. The bidding Agency/Company/Firm should be registered with the appropriate registration authorities (Labour Department etc.) at Pune/PCMC.</p> <p>Sl No 4. The bidder should have Registered Office or Branch Office with full infrastructure in Pune/PCMC.</p> <p>We request you to kindly consider Registration with labour department I e. labour license registered in any part of Maharashtra</p>	<p>Eligibility Criteria Pg No.7 Sr No 1 and Sr No 4</p> <p>No change in Eligibility criteria</p>

3	Technical Bid Pg No 9 Statutory Details of the Firm Sr No 6.	The agency / firm/ company has to submit all the Statutory details (Relevant Photocopies to be submitted):
4	<p>Page No. 14: Terms & Conditions: Security Deposit</p> <p>i) Clarification required for working of non-refundable Security Deposit amount of Rs. 3,00,000/- to be utilized to purchase of uniforms by IISER.</p> <p>ii) Contractor makes salary, statutory payments and meets uniform and other contract related substantial expenses out payments / reimbursements received from the Principal Employer. Administrative Charges should generally cover petty [& not heavy] contract related expenses and some earnings for contractor to run his organization. Otherwise it defeats purpose of keeping Minimum Administrative charges of 1%.</p> <p>iii) We therefore request you to reconsider your requirement of “Non-refundable Security Deposit of Rs. 3 Lakh P.A.” and make it reimbursable. As such, this amount also seems to be on much higher side</p> <p>iv) Since, IISER Pune is the Principal Employer, the cost of uniform should be refunded to</p>	<p>Page No. 14: Terms & Conditions: Security Deposit is amended to</p> <p><i>“The successful bidder shall deposit non-refundable amount of Rs. 2,00,000/- as security deposit in the form of demand draft drawn in favour of “Director IISER Pune”. This deposit is taken for the purpose of Uniforms which needs to be provided by the Contractor to its Contractual employees deployed on site. However, the Institute will utilize this amount to provide two sets of uniforms, shoes, identity card etc in a year to Contractual employees”.</i></p> <p>Please note that the Security Deposit amount of Rs 2.00 lakhs remains “Non - refundable”.</p> <p>Accodingly, quote your administrative charges.</p> <p>The Jersey and Raincoats are not included in the Uniform</p>

	<p>the contractor or the cost should be part of the commercial break up of the security guards, i.e, it should be inclusive of the cost breakup and then the administrative charges should be loaded on the final amount. Kindly request to know the process for recovering this cost by contractor since this is a huge liability in terms of overall cost factor of the tender</p> <p>v) Whether Jersey and Raincoats are included in the Uniform</p>	
5	Does the agency have any obligation to absorb any of old guards on the instruction of IISER Pune.	Please refer page No 18, point no - 29
7	<p>Page 7, Par 2[b] - Eligibility Criteria: Agency has</p> <p>[i] Experience of more than three years in providing Security Services</p> <p>[ii] Much higher Turn Over than stipulated Rs 55 Lakh in Security /Manpower Providing Business.</p> <p>[iii] We do have more than 40 Security Guards deployed at various organizations, but not in a single contract since, there are very few organizations that require Security personnel more than 40. In fact, managing more contracts require more skills and efforts than managing a single contract with more number of Security</p>	<p>Page 7, Par 2[b] - Eligibility Criteria</p> <p>No change in Eligibility Criteria</p>

	<p>personnel</p> <p>We therefore request that you may keep condition of deployment of minimum 40 security personnel overall but give relaxation to the condition of at least 40 security personnel in one contract.</p> <p>We, being Ex-Servicemen's Organization with vast experience of Commanding Defence Forces for protecting & defending National 9Borders, [which amounts to much more than eligibility criteria laid down in tender] do assure you our best services if given opportunity by relaxing this condition.</p>	
9	<p>Page 14, Performance Bank Guaranty: Security Deposit for any purpose including Performance can be given by D.D./ F.D. lien to Principal Employer / B.G. which serve same purpose of giving security to Principal Employer against any unsatisfactory performance of contractor.</p> <p>We would therefore request you to include these options and especially that of "F.D. lien to Principal Employer" as it is less cumbersome & saves efforts & cost of making B.G</p>	<p>Page 14, Performance Bank Guaranty</p> <p>Performance Bank Guarantee in the form of "F.D. lien to Principal Employer" is acceptable to IISER.</p>
10	<p>Page 16, Para 7 - Awarding contract to tenderer with Highest Turnover:</p> <p>This condition would means "Rich getting richer & others even more eligible, qualified and performing better being deprived of the opportunity".</p> <p>We would therefore request you to reconsider this and include criteria of experience / performance / quality of service being provided for awarding of contract.</p>	<p>Page 16, Para 7 - Awarding contract to tenderer with Highest Turnover:</p> <p>No change in tender terms & conditions</p>

11	<p>Page 17, Para 17 - Additional Insurance Policy for personal accident: With same logic enumerated in Para 2 [b] above, we would request you make Insurance Policy or any other policy like WCA if needed, be made reimbursable</p>	<p>Page 17, Para 17 - Additional Insurance Policy for personal accident Yes, Insurance policy will be reimbursed subject to submission of policy document</p>
12	<p>Page No. 9: Technical Bid: Point No. 7</p> <p>Agency / firm / company should have an annual turnover of at least Rs. 55 lakhs in the security manpower providing business alone in any one of the (stated 3 financial years. Relevant supporting documents of security manpower providing business duly certified by the Chartered Accountant to be submitted.</p> <p>Also, submit copy of the audited Balance Sheet and income tax return filed for the relevant financial year in support of above condition. FY 2018-19; 2019-20; 2020-21.</p> <p>This is to bring to your kind notice that the GOI - Central Board of Direct Taxes CBDT has extended the deadline for filling of ITR for FY 2020-21 to 30.09.2021. Therefore, the Financial statements for FY 2020-21 are not yet complete.</p> <p>Hence, we request suitable amendment towards providing financial details for FY 2020-21 required for this clause.</p> <p>ii) Submission of audited Balance sheet & Income Tax Return filed for financial year 2018-19, 2019-20 &2020-21</p> <p>We Request you to consider provisional financial details certificate by chartered accounts for financial year 2020-21 as Balance sheet for F.Y 2020-21 is under</p>	<p>Page No. 9: Technical Bid: Point No. 7 is amended to</p> <p>Provisional Balance sheet for the financial year 2020-21 is accepted. The provisional balance sheet should be duly certified by Chartered Accountant</p>

	<p>finalization.</p> <p>iii) Technical Bid Sr. No 7 [Submission of Audited Balance sheet]</p> <p>We request you to kindly Consider Audited Balance sheet of Preceding three Financial year {i.e 2017-18, 2018-19, 2019-20] as Balance sheet for F.Y. 2020-21 are under audit process. Or Consider Provisional Balance sheet for F.Y. 2020-21.</p>	
13	<p>Page No. 9: Technical Bid: Point No. 8</p> <p>Agency / firm / company should have provided at least 40 security personnel in a single contract at single site to Central / State Government Organizations /Government funded Autonomous Bodies/ Government Academic Institutions/Reputed Private Sector companies continuously for a minimum contract period of one year (including continuous extensions) any time in last three years as on the closing date of the tender.</p> <p>We request you to consider the experience of providing at least 40 security personnel in a single contract at single site in last 05 years since we have already lost 02 years FY 2019-20 & FY 2020-21 in / due to the COVID-19 pandemic.</p> <p>Also, we have deployment of over 250 -300 security personnel under one contract, but at multiple sites. Kindly request your esteemed authority to relax the clause as ‘at least 40 security personnel in a single contract’.</p> <p>We request you to consider the above.</p>	<p>Page No. 9: Technical Bid: Point No. 8</p> <p>Keeping in view COVID conditions point no - 8 is amended as :</p> <p><i>“Agency / firm / company should have provided at least 40 security personnel in a single contract at single site to Central / State Government Organizations /Government funded Autonomous Bodies/ Government Academic Institutions/Reputed Private Sector companies continuously for a minimum contract period of one year (including continuous extensions) any time in last five years as on the closing date of the tender”.</i></p>

14	<p>Page No. 9: Technical Bid: Point No. 12</p> <p>Sign all pages of the tender and draft agreement.</p> <p>Kindly request clarification whether soft (online) copy / hard copy / both copies of technical & commercial bid to be submitted to the authority.</p>	<p>Page No. 9: Technical Bid: Point No. 12</p> <p>The tender document is to submitted online on CPP portal.</p> <p>For details instructions, please refer page no 4</p>
15	<p>Page No. 9: Technical Bid: Point No. 13 & 14</p> <p>Tender Fee & EMD payment:</p> <ol style="list-style-type: none"> 1. Kindly request clarification whether Tender Fee & EMD is to deposited online (net banking) or offline (DD) payment method since both methods have been mentioned in the tender. 2. We are registered under MSME policy. As per the MSE procurement policy issued by the Department of MSME, firms registered under this policy is to be exempt from payment of tender fee & EMD. We kindly request the authority to consider & include this clause in the tender. 	<p>Page No. 9: Technical Bid: Point No. 13 & 14</p> <ol style="list-style-type: none"> 1. Tender Fee & EMD is to be deposited online and details can be provided in the bid document.Refer page no 11 of tender document 2. Refer point no 1 of this document
	<p>Page No. 14: Terms & Conditions: Performance Bank Guarantee</p> <p>The Contractor shall provide a Bank Guarantee equivalent to one-month wage bill (Rs. 16,00,000/- Lakh as on date) within 15 days from the date of issuing of letter of intent valid for the contract period plus two months which shall be used in case Contractor fails to pay its staff or in case of violation of any of the terms and conditions of the contract or</p>	<p>Page No. 14: Terms & Conditions: Performance Bank Guarantee</p> <p>No Change in tender terms & conditions</p>

	<p>in case of any default. It shall be renewed from time to time as per the further renewals / amendment of the contract (if any).</p> <p>On account of slowdown in economy due to the pandemic, the GOI (Ministry of Finance - Department of Expenditure) through its GFR No. F.9/4/2020-PPD dated 12.11.2020, the competent authority has revised the Performance Security from the existing 5% - 10% to 3% of the contract value for all contracts issued till 31.12.2021. Hence, we request the authority of IISER Pune to kindly consider this notification and implement the same in tender conditions.</p>	
18	<p>Page No. 19: Terms & Conditions: Point No. 40: Wages</p> <p>WAGES: - The Contractor shall pay monthly wages plus statutory charges (EPF/ESI) to all his employees as per the wage rates fixed by IISER Pune. Wages will be fixed by IISER Pune according to Central/state minimum wages, whichever is higher approved by the Director IISER Pune. The contractor shall provide full information in respect of the wages etc. paid by him to his employees so deployed in conformity with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules, made there under.</p> <p>The VDA changes every six months for Maharashtra Minimum Wages & Central Minimum Wages which is a statutory payment to personnel as per GOI & GOM. Kindly request to know the implementation of revised VDA every six months since the salary is fixed by IISER Pune.</p>	<p>Page No. 19: Terms & Conditions: Point No. 40: Wages</p> <p>Yes, the VDA is implemented by IISER Pune every six months as per GOI rules</p>

19	<p>Page No. 20: Terms & Conditions: Point No. 42:</p> <p>The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act., EPF Act, ESI Act, Bonus Act, Maternity Benefit Act, be responsible for the deposit of employee's and principle employer's share of statutory contributions with the ESI/EPF authorities at his own level and maintenance of such record as per rules.</p> <p>Kindly request clarification on the payment of statutory components like payment of bonus, leave with wages, maternity benefit, etc. Are these payment components part of the cost structure fixed by IISER Pune, kindly clarify.</p>	<p>Page No. 20: Terms & Conditions: Point No. 42:</p> <p>Payment of statutory components like payment of bonus, leave with wages, maternity benefit, etc.</p> <p>Yes, these payment components are part of the cost structure fixed by IISER Pune.</p>
20	<p>Page No. 23: Annexure 1</p> <p>Schedule of Requirement:</p> <ol style="list-style-type: none"> 1. Male SG - 40 2. Female SG - 06 3. Security Supervisor (M) - 03 <p>Generally, the security services are to be operated on 24/7 basis, i.e., on all days of the month. Also, as per labour laws weekly off is mandatory. Therefore, kindly request to know whether the security guards' requirement provided in annexure 1 is inclusive of relievers, if not, kindly clarify the inclusion of relievers and the payment / cost related to relievers</p>	<p>Page No. 23: Annexure 1</p> <p>The security guards requirment provided in page no 23, Annexure 1 is inclusive of relievers.</p>

	so that the designated security points are not vacant and services are carried out as per tender Scope of work.	
	<p>Tender Fee / Exemption Related document</p> <p>Closing date & Time for submission of original EMD & Tender Fee / Exemption Related Certificate document23/08/2021 @3.00 p.m</p> <p>If Exemption of EMD & Tender Fee is allowed them Exemption related Certificate are required to be submission in hardcopyPlease confirm</p>	<p>Tender Fee / Exemption Related document</p> <p>The exemption related certificates are to be uploaded along with other tender documents.</p>
24	<p>Price Bid submission</p> <p>On CPPP Portal Price Bid submission PDF file of detailed breakup of price bid with schedule of requirement has to be submitted</p> <p>The bidder has to quote only service charge in BOQ, the detailed break up of minimum wages has not given in tender documents ...On Please clarify</p>	<p>Tender Fee / Exemption Related document</p> <p>Please refer to page no 12 and page no 19 , point no - 40 of the tender document</p>
26	<p>Deployment of Security Personnel</p> <p>Whether existing Security personnel will continue or new deployment has to be done</p>	<p>Deployment of Security Personnel</p> <p>Please refer page No 18, point no - 29</p>
28	<p>Price bid Format Administrative Charges in % Kindly confirm that the percentage of Administrative charges will be calculated on total Bill Amount (Before GST)</p>	<p>Price bid Format Administrative Charges in % Yes, the percentage of Administrative charges will be calculated on total Bill Amount (Before GST)</p>
30	Number of days duties	The number of days duty is 24 x 7, Round the clock with weekly off mandatory

31	Number of Hrs Duty	8 Hours per shift
32	Reliever Guard Required or not.	No, the Relivery Guards are not required . The requirement is as per Page No 23, Schedule of Requirement . The reliever guards are included