



INDIAN
INSTITUTE OF
PUBLIC HEALTH
GANDHINAGAR

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR (IIPHG)

OPEN TENDER

RFP No: IIPHG/ Gen (Admin)/ RFP / Security Services/ August 2019/002

REQUEST FOR PROPOSAL (RFP)

FOR SELECTION OF SECURITY SERVICES FOR IIPHG UNIVERSITY CAMPUS

Call for RFP Opening: 5th September, 2019 by 11:00 AM

Cut of Date for downloading RFP: 19th September, 2019 by 4:00 PM

Last date of submission of Bid: 20th September, 2019 by 12:00 Noon

Indian Institute of Public Health Gandhinagar (IIPHG)

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda
Road, CRPF PO., Gandhinagar - 382042

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1. INTRODUCTION

1.1. Purpose of call for RFP

The purpose/intent for this RFP is to hire the services of Security Service Agency to Security Services at IIPHG University Campus.

(b) The proposals submitted for this RFP must only be in the format as mentioned in this RFP. Agencies are required to submit a detailed Proposal (20 pages max). The Proposal submitted by /agencies will be reviewed by RFP Evaluation Committee at IIPHG formed for this purpose. Agencies would also be required to demonstrate the skills and understanding in such exercise by clearly outlining the timeline and resources required to accomplish the job description. The initial contract will be **from 01st November, 2019 to 31st March, 2021** which can further be extended for another year at the discretion of IIPHG. However, agencies are expected to submit Financial proposal for period upto 31st March, 2021.

1.2. About Indian Institute of Public Health Gandhinagar.

Public Health Foundation of India (PHFI) and Government of Gujarat entered a MoU in 2007 to establish Indian Institute of Public Health Gandhinagar.

Indian Institute of Public Health Gandhinagar (IIPHG) is India's first Public Health University formed under The IIPHG Act 2015 of Gujarat State. The Indian Institute of Public Health Gandhinagar (IIPHG) is working towards building a healthier India. IIPHG is an example of visionary leadership of Honourable Shri Narendra Modi (then Honourable Chief Minister of Gujarat), who laid the foundation stone in 2008.

It's state-of-the art green campus spread over 50 acres' land in Gandhinagar with world-class research facilities and laboratories. The permanent campus of IIPHG was inaugurated on 25th October 2016.

IIPHG is offering Full Time Master Courses. Details of Courses being offered are as follows.

- Master of Public Health (MPH) – 2 years full time course – batch of 60 students.
- Master of Hospital Administration (MHA) - 2 years full time course – batch of 30 students.
- Post Graduate Diploma in Public Health Management (PGDPHM) – 1 year full time course having nomination from State Government. Current batch size is of 30 students.

1.3. Key Dates

Schedule of RFP Processing (Key Dates)

	RFP Inviting Authority	<p>Indian Institute of Public Health Gandhinagar (IIPHG)</p> <p>Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda Road, CRPF PO., Gandhinagar – 382042</p>	
Sl. No	Description	Date	Time
1.	RFP released on IIPHG & PHFI Web Site, Newspaper Notice	5th Sept., 2019	At 11:00 AM
2.	Last date for receiving Queries from Agencies, if any	18th Sept., 2019	By 2:00 PM
3.	Cut of Date for downloading RFP	19th Sept., 2019	By 4:00 PM
4.	Last date for submission of Bids	20th Sept. 2019	By 12:00 Noon (may be dropped in Tender / RFP Box/By Courier/Speed Post)
5.	Opening of Tender / RFP Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender / RFP Box)	20th Sept., 2019	By 3:00 PM
6.	Intimation to the Agencies who qualify in the Technical Bids	30th Sept., 2019	By 5:00 PM
7.	Interview of Qualifying Agencies (Format will be intimated through IIPHG Tender email to concerned Agencies)	3rd Oct., 2019	At 11:00 AM Onwards
8.	Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)	9th Oct., 2019	At 11:00 AM
9.	Interview cum Financial Negotiation with the short-listed Agency(s)	11th Oct., 2019	At 11:00 AM Onwards
10.	Issue of Letter of Intent/Award/Agreement	As per the decision of IIPHG Management	

2. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification/Eligibility criteria for the Agency are given below:

Sl. No	Qualification Criteria	Proof Required
1	I. Name and address of the Organization. II. Year of Establishment III. Whether Organization / Agency is registered under Shop & Establishment Act., Partnership Act., is an autonomous body or a Company etc. and details thereof (e.g. name (s) of Proprietor, Partners, Managing Director, Chief Executive Officer, Key authorized persons.	Copy of Certificate of Incorporation/Registration/MoU as applicable
2	The Institution/ Organization/ Agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
3	The Institution/ Organization/ Agency should have a minimum average annual turnover of Rs. 25,00,000/- (Rupees Twenty Five Lakhs only) in preceding 3 financial years i.e. 2016 – 17, 2017 – 18, 2018 – 19.	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Institution/ Organization/ Agency should have a previous experience of minimum 5 years of providing Security Services to Educational Institutes or such other organizations. Should have minimum 3 current running contract.	Necessary document as evidence: Minimum 3 currently running contracts confirming 1) Total staff at each location. 2) Contract Period 3) Contract Value
5	The Institution/ Organization/ Agency should have Valid License to engage in the business of Private Security Agency at Gandhinagar, Gujarat.	Copy of Valid License: This license should be valid upto 31st March, 2021.
6	The Institution/ Organization/ Agency should be registered under PF Department / ESIC Department / Workmen Compensation Act.	Copy of Registration

7	The Institution/ Organization/ Agency should not have been blacklisted by Central/State Government departments / Undertakings.	No conviction certificate duly signed by the Authorized Signatory of the organization.
8.	Previous experience of work with PHFI / IIPHG*	<ol style="list-style-type: none"> 1. Name of the Project & Department of PHFI / IIPHG 2. sponsoring the RFP (Tender No & Date) 3. Reference & Date of Service Agreement 4. Date of Commencement & Date of Completion (Whether completed as per Time Line) 5. Value of the Project 6. Any comments on the conduct of the Project

* Any Agency which does not have a previous working experience with PHFI/IIPHG shall also be eligible for the Tender Process.

3. Terms of References (TORs) and Deliverables

3.1. Following are details of TORs to prepare the proposal.

- Providing round the clock general security service and guarding the buildings, Assets and areas earmarked.
- They have to keep a tab on the people entering and leaving the building by maintaining a register.
- Security officers have to shoulder the vital responsibility of protecting the office property and important documents.
- Keeping vigil against trespassing by Strangers, Vehicles etc.
- Issuing visitor's pass to IIPHG guest.
- Mobilizing Security Guards to extinguish fire when incidents of fire occur on the Campus.
- Security personnel may also perform access control at building entrances and vehicle gates; meaning, they ensure that employees and visitors display proper passes or identification before entering the facility. Security officers are often called upon to respond to minor

emergencies (lost persons, lockouts, dead vehicle batteries, etc.) and to assist in serious emergencies by guiding emergency responders to the scene of the incident, helping to redirect foot traffic to safe locations, and by documenting what happened on an incident report.

- Monitoring the people movement in the building.
- Outward register maintaining for items taken out for repair by IIPHG staff/outsideers should have Valid Gate Pass for the same from the concerned officials or from the Officer-in-charge Security.
- Maintaining the inward register for the items procured and verifying the items along with the challans/invoices.
- Maintaining the Inward / outward Post register and coordinating with the courier agencies.
- Maintaining the records of incoming surface mail and distributing to various departments/employees.
- Controlling/monitoring Vehicle Parking at campus.
- Maintaining necessary Register for Guests, students staying at IIPHG hostel building.
- Keeping building maintenance complaint register and other registers as required by IIPHG.
- **Estimated approximate Staff Requirement is as follows:**

Sr. No.	Staff	Qty.
1	Security Officer	1
2	Security Supervisor	3
3	Security Guard (Male)	8
4	Security Guard (Female)	4

Each staff will work for Shift duty of 8 Hrs. only.

Legal compliance: Security Service Agency will be responsible for compliance of all legal, labour and laws.

- * Ensure that the staff members are paid salary as per MINIMUM WAGES OF GUJARAT STATE.

- * Agency will strictly follow and comply on statutory liabilities like Provident Fund, ESIC / Workmen Compensation Act., Bonus, Leave Payment etc.
- * Agency will be responsible to maintain all necessary registers / documents required as per Labour Law and other applicable laws.
- * Agency will be responsible to ensure that staff members are given salary-slip by 7th of every month and the salary is paid by 10th of every month.
- * Agency will be responsible to make duty roster of personnel in such a way that they get weekly off and other entitled leaves as per the guidelines and rule framed under Contract Labour (Regulation and Abolition) Act, 1970 and other applicable law.
- * Agency will be responsible to have and renew all necessary valid license required to perform this Service Agreement.
- * IIPHG reserves the right to increase or reduce the daily deployment of staff.

4. INTEREST FREE SECURITY DEPOSIT

Selected Security Agency will have to pay 10% of the total contract value towards Security Deposit. This Security Deposit will be Interest Free and will be returned within 90 days of concluding of the contract. Subject to smooth processing of PF withdrawal / transfer and other Full & Final Settlement of all staff members deputed at IIPHG.

5. PAYMENT SCHEDULE

1. IIPHG will make payment to Security Service providing agency on receipt of Invoice with all necessary supporting documents like

- a) Attendance Register dully stamped and signed by authorized signatory.
- b) Copy of monthly pay slip with acknowledgement of individual staff member.
- c) PF payment receipt, PF challan, PF ECR Copy.
- d) ESIC payment receipt, ESIC challan, ESIC detailed statement
- e) Receipt for payment made to Labour Welfare Fund.
- f) Any other documents.

2. The rates quoted by the Agencies shall be applicable up to 31st March, 2021 from the date of awarding the Contract and may be extended for another one year with mutual agreement on the same rates and Terms & Condition as mentioned in the initial Contract. No amendment in the rate except increase in the rate of applicable Taxes, as may be, during the period of execution of the Contract will be accepted.

6. GUIDELINES FOR SUBMITTING PROPOSAL

6.1. Preparing the Technical Proposal

The Agency is required to submit a technical proposal and a separate Financial Proposal.

6.1.1. Technical Proposal Submission Format:

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12 point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

- a) Technical Proposal

6.1.2. Agencies profile

- a. Name and address of the Agencies.
- b. Year of establishment.
- c. Legal status of the Agencies – Whether Agencies is registered as a Limited company or partnership firm, etc. and details there of (e.g. – name(s) of partners, Managing Directors, Chief Executive Officers, key authorized person)
- d. Principal nature of activities undertaken.
- e. Organizational structure
- f. Communication details of the Agencies: mailing address, telephone and fax numbers, email address, etc.

6.1.3. Past Experience

- a. Past experience documents (enclose copy of the papers, letter of engagement, etc.)

- b. Name and addresses of institutions/organizations for which the Agencies has been providing similar service. (Indicate key person's name and contact details of such institutions/organizations).
- c. Reference letter for satisfactory services, for current and past contracts.

6.1.4. Financial Status of the Agencies

- a. Total revenue and expenditure of the Agencies for the past three fiscal years. Copies of the certified Audited Annual Accounts in support of the Financial Status.

6.1.5. Income Tax Details

Whether the Agencies is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN number, the copy of the latest Income Tax returns and assessment order.

6.2. Preparing the Financial Proposal

- a. Filled GST Declaration Form and GST Details Form **(attached as Annexure-1 to this RFP)**
- b. The Financial Quotes should be given as per the specification and items mentioned in the attached Financial Bid. **(attached as Annexure - 2 of this RFP).**
- c. The total cost quoted should be exclusive of all taxes.
- d. The Financial proposal will be evaluated only if an Agency qualifies based on the assessment of the Technical proposal.

6.3. Submission of Bids

- a. The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
 - i. Technical Proposal, super scribing on the right hand side top of the cover as Technical Bid (2 copies).
 - ii. Financial Proposal super scribing on the right hand side top of the cover as Financial Bid (2 copies).
- b. All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter signed.

6.4. General Instructions and Terms and Conditions

- a. The proposal along with all the correspondence and documents exchanged by the Agencies and IIPHG shall be written in English language.
- b. **Amendments to the RFP:** RFP Committee at IIPHG reserves every right to amend any of the RFP conditions or a part thereof, before the last date for the receipt of the RFP, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of RFP documents on account of amendments will be the sole discretion of IIPHG.
- c. **Reserved Rights:** IIPHG reserves the following rights with regard to this RFP:
 - (i) To cancel this call for proposal at any stage without assigning any reason.
 - (ii) To disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) IIPHG reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in IIPHG 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all RFP responses after notification to all Applicants;
 - (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever IIPHG deems appropriate;
 - (vi) IIPHG reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
 - (vii) IIPHG reserves the right to negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;
 - (viii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- d. No proposal shall be accepted unless it is properly sealed. Agencies shall not be allowed to fill in or seal their proposal at the IIPHG office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, IIPHG will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.

- f. The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by IIPHG. IIPHG, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- g. Proposals must be received by IIPHG at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the IIPHG, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i. **Opening of RFPs:** Sealed RFPs received up to **20th September, 2019, by 12:00 Noon.** will be taken up for opening. RFPs received after specified date and time will not be accepted. IIPHG reserves the right to disqualify any of the RFP in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The **Technical proposals will be opened on 20th September, 2019 - 3:00 PM** at IIPHG, address as mentioned. A representative from each Bidder is invited to be present. The Financial proposals of those Agencies qualifying on the basis of the assessment of Technical proposals will be opened on **9th October, 2019 at 11.00 A.M.** at IIPHG, address mentioned above. A representative from each qualifying Bidder may be present..
- j. Any efforts by Agencies to influence the IIPHG personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agencies proposal. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other Agencies/ agencies at the risk and cost of the Agencies.
- k. The person to sign the contract agreement shall be duly authorized.
- l. The RFP shall not bind IIPHG in any way whatsoever to offer any job to the applicant if it is decided to abandon the RFP.

- m. IIPHG assures that the documents and presentations by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of IIPHG and they will have the rights associated with such documents.
- n. **Offer Verification:** IIPHG may contact applicant to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.
- o. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IIPHG having to re-evaluate selection of potential Applicants.
- p. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be Gandhinagar.
- q. The cost of travel and stay of the officials from Agencies for attending meetings with IIPHG will be met by the respective Agencies.
- r. **All queries/correspondences pertaining to this RFP will be done through IIPHG Tender email i.e. tenders@iiphg.org**

Hard copies of the Proposals should be addressed to:

**The Chairman
RFP Committee
RFP: IIPHG/ Gen (Admin)/ RFP/ Security Services/ August 2019/002**

At

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

Opp. Air Force Head Quarters, Nr. Lekawada Bus Stop, Gandhinagar – Chiloda
Road, CRPF PO., Gandhinagar - 382042

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **20th September, 2019 by 12:00 Noon**. Any Proposal received after this prescribed time will not be entertained. IIPHG will not be responsible for any loss in transit or postal delay.

7. EVALUTION OF PROPOSAL

7.1. Evaluation Committee

An Evaluation committee formed by IIPHG would first examine the Technical bids based on the details provided in the Invitation for proposal for those Agencies who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

7.2. Selection of Agencies

- a. Agencies are required to score a minimum of 70 points out of 100 in the technical proposal in order to qualify for the next step.
- b. Financial bid of Agencies will be opened only if the Agencies qualify in the Technical evaluation (score of a minimum of 70 points). Financial bids will be opened on **9th October, 2019 at 11.00 A.M.** at IIPHG.
- c. For the Final evaluation, the weightage for the Technical proposal, financial proposal, and Interview would be 60%, 20% and 20%, respectively.
- d. IIPHG shall reserve the right to negotiate with the Bidder whose proposal has been ranked as L-1, L-2 and L-3 (minimum three) by the Committee on the basis of Technical and Financial evaluations and the Interview.
- e. The submitted proposals will be valid for 60 days from the date of submission. IIPHG will make its best effort to select the Agencies within this period.

7.3. Technical Evaluation

Technical evaluation shall be carried out based on the following:

Sr. No.	Evaluation Criteria	Maximum Score
1	Technical Approach	60
2	Experience in Security Services in large scale	20
3	Management Plan	10
4	Past Performance and Organizational Capacity	10
	Total Score	100(will be recalibrated out of 60)

i. Technical Approach: (60 points)

A technical approach that is well-conceived, technically sound, and result-oriented, which demonstrates a clear understanding of the requirement of the RFP. The technical approach should describe the work flow chart along with a clear implementation plan, roles and responsibilities of the team, deliverables and timelines for accomplishing each job description. Please find below the criteria's to be taken care while evaluating Technical Bids:-

- a. Name and address of the Agencies
- b. Year of establishment
- c. Whether the Agencies is registered under Shop & Establishment Act., a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key authorized persons)
- d. Valid PAN and GST Registration in India
- e. Valid Registration under Provident Fund, ESIC, PT, and other legal and Labour Law regulations.
- f. Valid License / Registration under various Government Authorities.
- g. Valid License to engage in the business of Private Security Agency in Gandhinagar, Gujarat. This license should be valid upto 31st March, 2021.
- h. Minimum average annual turnover between Rs. 25,00,000/- (Rupees Twenty Five Lakhs only) during the last three fiscal years (2016-17 , 2017-18 & 2018-2019)
- i. Previous experience of providing Security services to Universities / educational institutes other organizations.
- j. Agencies should not have been blacklisted by Central/State Government departments/Undertakings

ii. Experience of Security services on large scale: (20 points)

This section should clearly describe the applicant's and its staff's experience in managing similar type of Security Service contract along with description and pricing. The application should clearly mention the specific portfolio of clients of similar type and size, value (cost) of the works and timelines.

iii. Management Plan: (10 points)

The Management Plan will be evaluated based on its ability to achieve results. It must consist of a clear and concise description of how internal management plans, organizational structures, lines of communication and authority are conducive to effectiveness and timelines.

iv. Organization capacity and past Performance: (10 points)

Demonstrates an understanding of the RFP, (Whether the proposal demonstrates an understanding of the Security Services. Past performance of significant works and other types of partnership in applications will be considered to the extent warranted by their involvement in the proposed effort.

7.4. Interview (20)

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the agencies will be given time slot to give a presentation. Format of Presentation will be shared with the selected agencies via tender email after opening and scrutiny of Technical Bids.

7.5. Financial Evaluation (20)

Financial evaluation shall be carried out based on the following:

Cost will primarily be evaluated for reasonableness, realism, allowability and the agencies understanding of the work to be performed. Effective cost saving measures to improve cost efficiency of the project will also be considered. Applications that demonstrate realistic scenario to accomplish the job in a time-bound manner with minimal resources would be considered.

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is "X" and bid for "Y" needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the Agencies is finalized, additional information and discussion will occur between the Applicant and IIPHG during development of detailed Technical proposal.

All the Annexures shall form a part of this RFP.

8. CONTACT FOR MORE INFORMATION

For all correspondence please refer to IIPHG general tender Email:

tenders@iiphg.org with subject line marked as “RFP for **IIPHG/ Gen (Admin)/**

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END OF RFP

DISCLAIMER:

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate IIPHG to accept any of the submitted RFP in whole or in part, nor is IIPHG obligated to select the lowest priced proposal. IIPHG reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. IIPHG has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate IIPHG in accordance with the terms and conditions contained in such contract.

9. ANNEXURE

9.1 Annexure 1: Declaration for Goods and Services Tax Act, 2017 (GST)

Annexure-1

(Refer to Paragraph 6.2, Sub Para a)

Declaration for Goods and Services Tax Act, 2017 (GST)

I (*Name of Contractor/Vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under Goods and Service Tax Acts (GST). I (*Name of Contractor/vendor*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST compliant invoices;
- making the invoices available to IIPHG;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the Government

Under the said new Indirect Tax Law, any action or omission on part of the (*Name of the Contractor/Vendor*) as a result of which IIPHG incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Contractor/Vendor*) by Indian Institute of Public Health Gandhinagar (IIPHG).

Declarant

Date:

Name of the Vendor/Agency

(Authorised Signatory)

Vendors/Agencies Details for GST

Name of the Vendor/Agency as registered with GSTN	PAN	GSTIN Number	ARN Number	Description of Goods/Service	HSN / SAC Code	GST Rate	Email ID	Contact No.	Address as registered with GSTN	City	State	Pin/ZIP

9.2 Annexure 2: Financial Bid Template

Annexure – 2
(Refer to Paragraph 6.2, Sub Para b)

Annexure – 1

FINANCIAL BID TEMPLATE FOR SECURITY SERVICES

Sr. No.	Particulars	Qty.	Monthly Rate	Amount
1	Security Officer			
2	Security Supervisor			
3	Security Guard (Male)			
4	Security Guard (Female)			
A	Total			
B	Profit & Overhead			
C	Total with Profit & Overhead			
D	GST			
E	Total with GST			

**Detailed Breakup in support to Financial Bid.
(Part of Financial Bid – Annexure - 2)**

Sr. No.	Particulars	Security Officer	Security Supervisor	Security Guard (Male)	Security Guard (Female)
1	Category (Skilled / Semi Skilled / Unskilled)				
2	Gujarat State Minimum Wages (8 Hrs. Shift)				
3	Days				
4	Monthly Minimum wages				
5	Other Charges				
6	Total A				
7	PF				
8	ESIC / Workmen Compensation				
9	Bonus				
10	Leave Encashment				
11	Uniform				
12	Others				
13	Total				

1) Your (Security Service Agency) policy for Bonus amount payment to staff.

2) Your (Security Service Agency) policy for Leave Encashment amount payment to staff.

3) Do you (Security Service Agency) deduct any amount from staff salary towards uniform cost? If yes, kindly confirm the amount that you deduct from the staff salary.

4) What is covered in uniform?

5) How many uniforms, per person are covered in the cost quoted above?